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ABSTRACT

This manual contains a step-by-step explanation of a computer system designed specifically to enable the registration, examination, certification and recertification of pesticide applicators. The subsystems included are application processing, exam result processing, training and renewal processing. In addition, the system includes two management report programs and a general purpose update program. States having similar certification requirements may be able to adapt the system to their needs. (CS)

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

CONTRACT NUMBER 68-01-2962

ACQUISITION OF INFORMATION FOR PESTICIDE PROGRAMMING
FOR PESTICIDE APPLICATOR CERTIFICATION TRAINING

WILLIAM M. HOFFMAN, PROJECT OFFICER

FINAL REPORT - SECTION 2

DOCUMENTATION FOR PESTICIDE CERTIFICATION DATA PROCESSING AND MANAGEMENT SYSTEM

SUBMITTED BY J. E. DEWEY

CHEMICALS-PESTICIDES PROGRAM

NEW YORK STATE COLLEGE OF AGRICULTURE AND LIFE SCIENCES

CORNELL UNIVERSITY, ITHACA, NEW YORK

JULY 1976

DATA PROCESSING SYSTEM

DEVELOPED BY:

COMPUTER ACTIVITIES GROUP

NEW YORK STATE COLLEGE OF AGRICULTURE AND LIFE SCIENCES

CORNELL UNIVERSITY

E. W. JONES - DIRECTOR

A. C. EDMONDS - SYSTEMS & PROGRAMMING

H. J. LIEVERMAN - SYSTEMS & PROGRAMMING

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Introduction

The system has been designed specifically to enable the registration, examination, certification, and recertification of pesticide applicators for the State of New York.

The requirements of the State of New York as defined by the New York State Department of Environmental Conservation in Part 325 of the Environmental Conservation Law § 33-0303(3)(e), February 1976 edition, served as basic specifications for System design. DEC was consulted regarding details of the design and the system has been designed to meet their specific clerical and procedural needs.

The system includes four subsytems: application processing, exam result processing, training and renewal processing.

Application Processing

Under the provisions of Part 325, each applicator must apply for each examination he/she wishes to take. These exam applications are edited and the data from them are used to update the master file. Scannable exam answer sheets are printed for each applicator with his or her identification number pre-printed in scannable form.

Exam Result Processing

Under the provisions of Part 325, each applicator must pass an examination in each private commodity or commercial subcategory in which he or she wishes to be certified. The answer sheets produced in the Application Processing subsystem are used for these exams. The completed answer sheets are scanned, graded and the results of the examinations are used to update the master file. A notice is produced for each applicator with the specific results of his/her examination(s) and instructions for subsequent action. For applicators who pass the exam, certificates and identification cards are produced.

Training Processing

Part 325 requires that each applicator attend three (3) training courses relevant to his area for recertification. This subsystem maintains a file of available courses. After attendance at any of these courses, the applicator's record is updated by area of certification to indicate that he/she has attended an additional course.

Renewal Processing

This subsystem produces renewal and recertification notices for applicators whose identification card and/or certificate will or has expired. The applicators return these notices with the appropriate fees and their records are updated to indicate that they have been recertified.

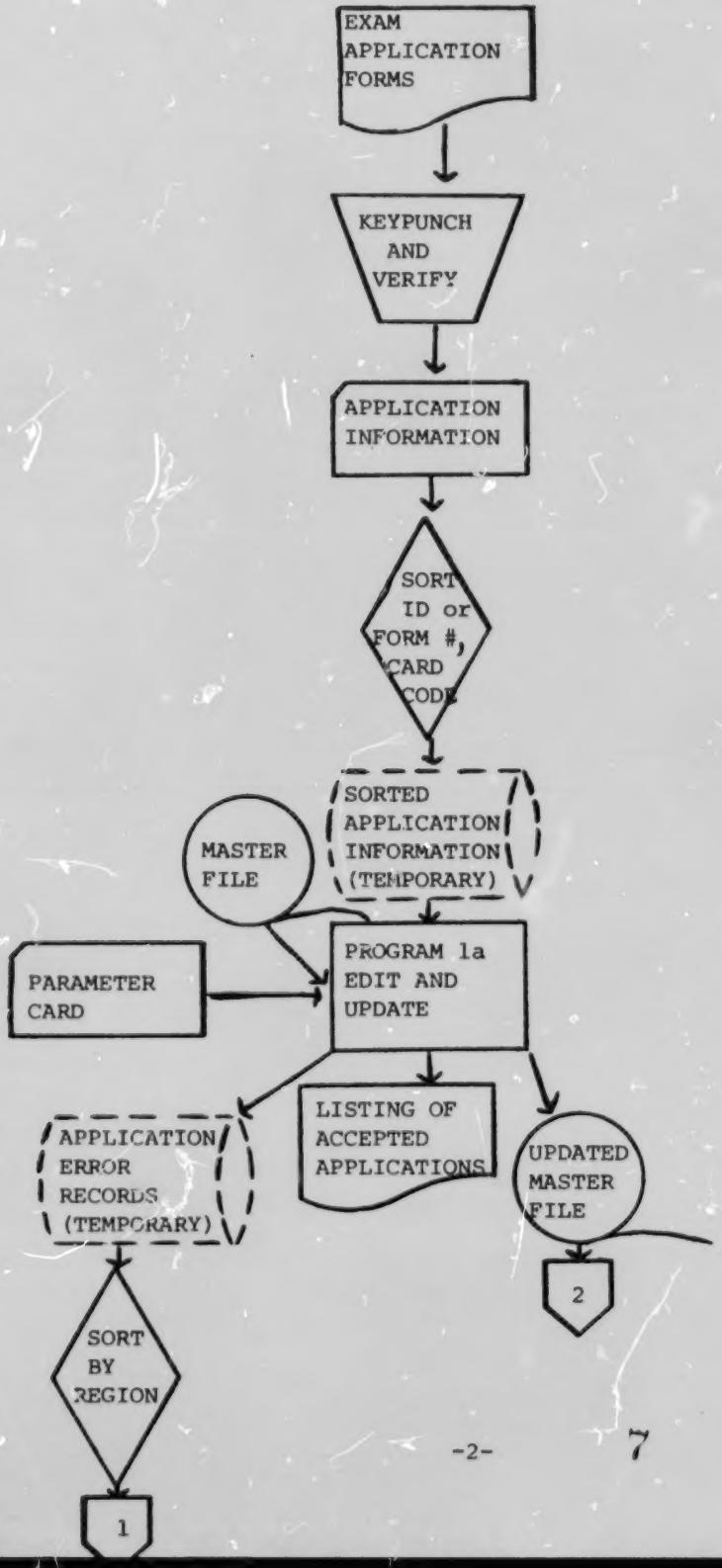
In addition, the system includes two management report programs and a general purpose update program. The general purpose update program is for use in adding violations and pesticide permit data to the file in addition to being used for corrections.

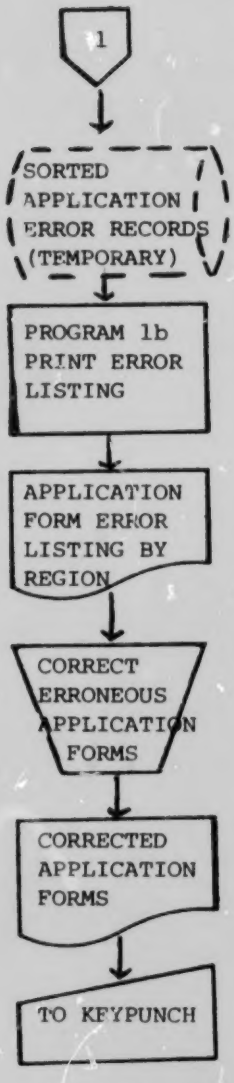
States having similar certification requirements may be able to adopt the system to their needs.

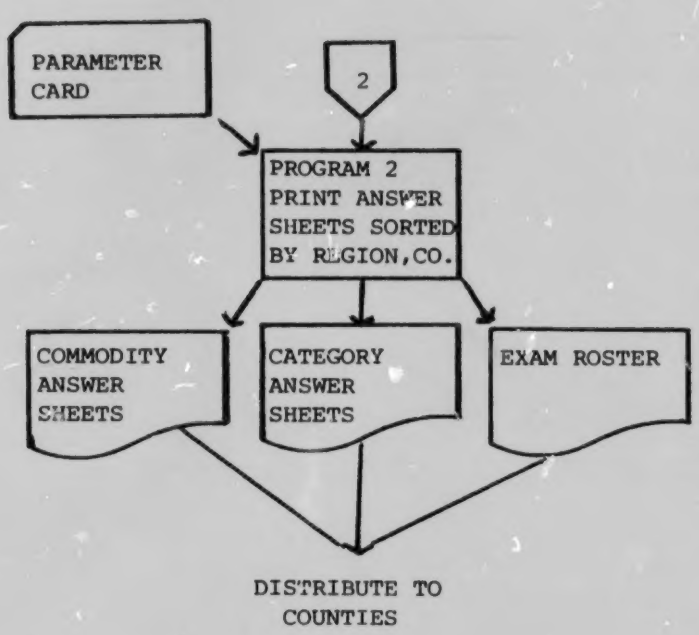
PESTICIDE CERTIFICATION SYSTEM

APPLICATION PHASE

TO BE RUN WEEKLY



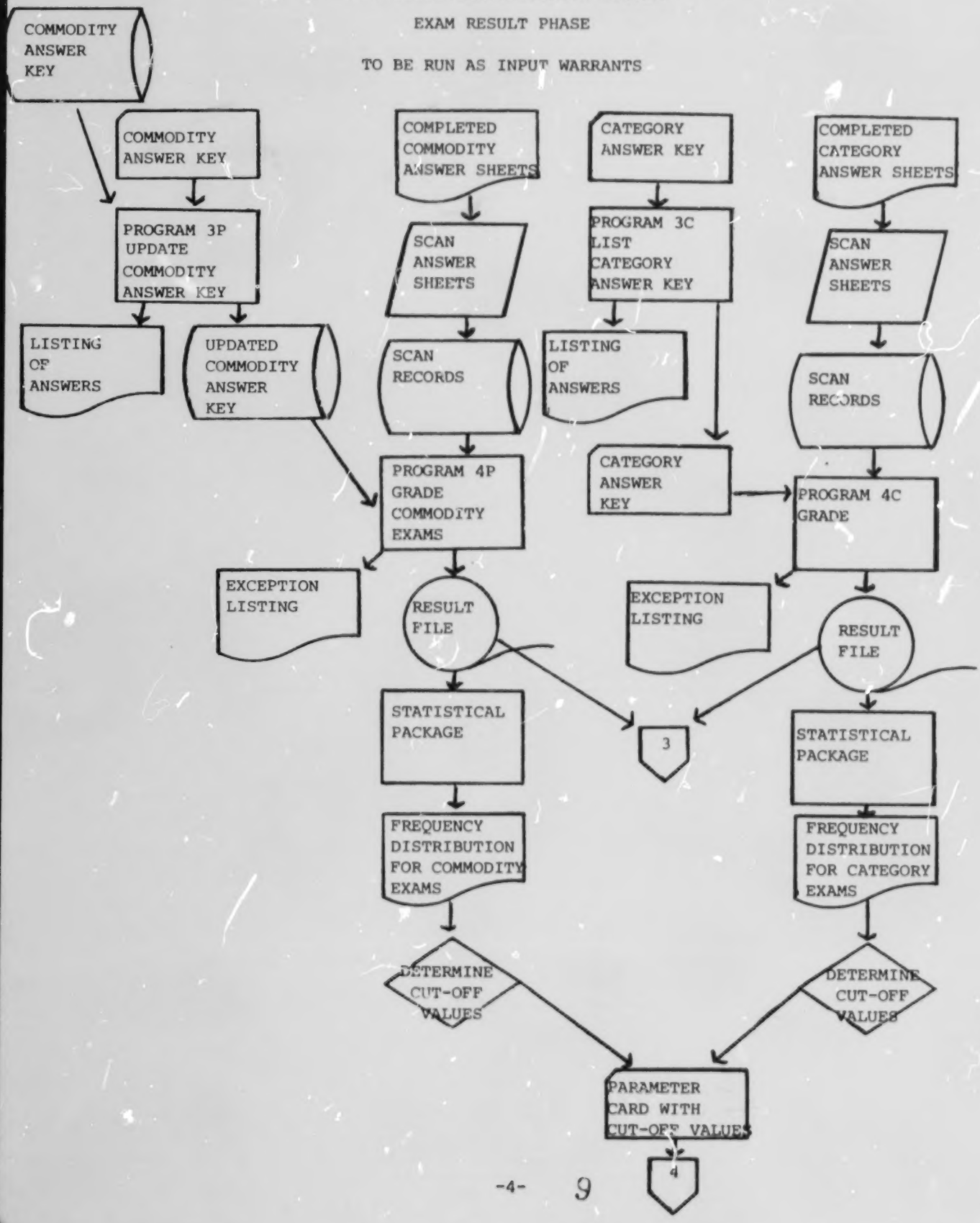

1
SORTED APPLICATION ERROR RECORDS (TEMPORARY)
PROGRAM 1b PRINT ERROR LISTING
APPLICATION FORM ERROR LISTING BY REGION
CORRECT ERRONEOUS APPLICATION FORMS
CORRECTED APPLICATION FORMS
TO KEYPUNCH

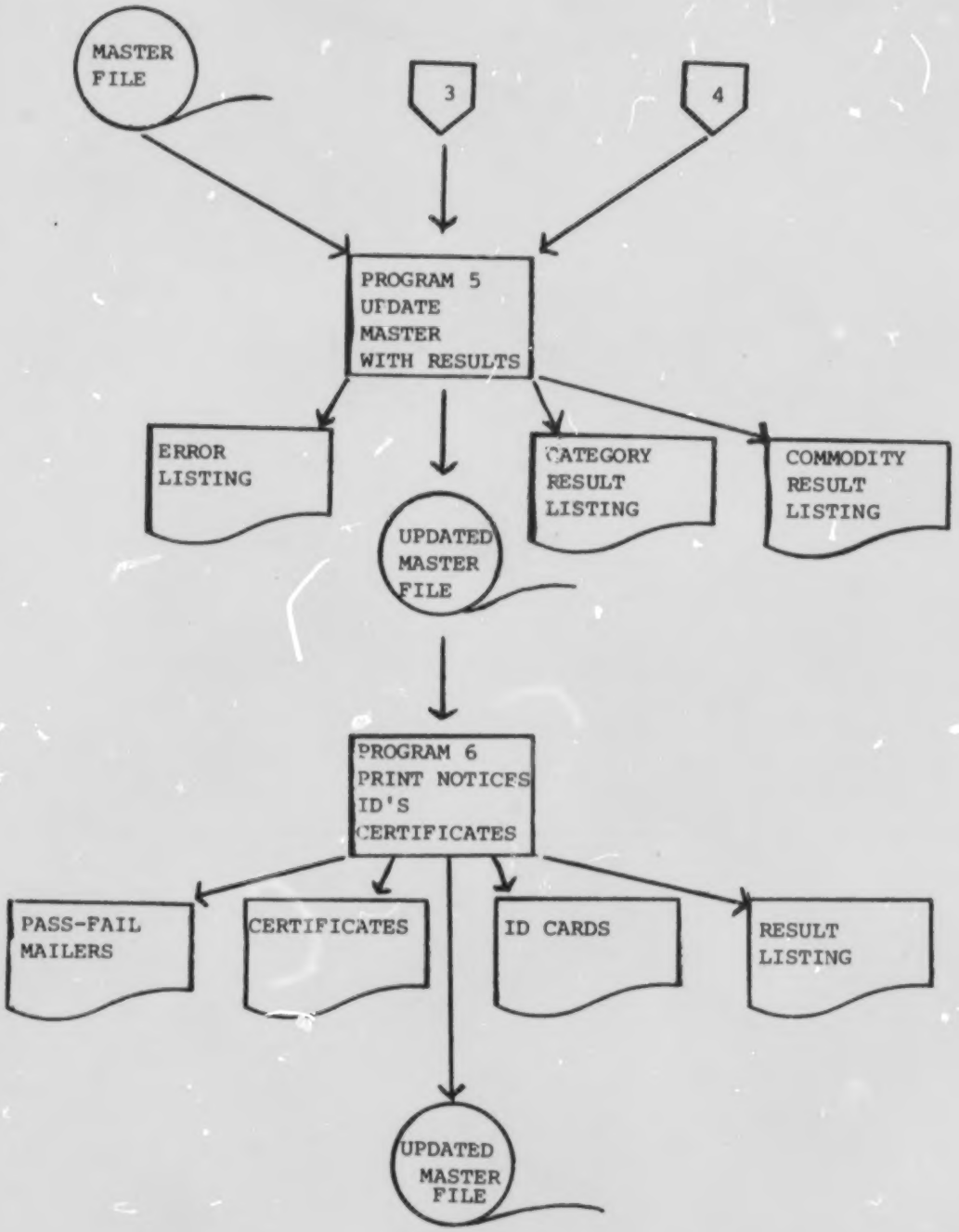

PARAMETER CARD
2
PROGRAM 2 PRINT ANSWER SHEETS SORTED BY REGION,CO.
COMMODITY ANSWER SHEETS
CATEGORY ANSWER SHEETS
EXAM ROSTER
DISTRIBUTE TO COUNTIES

PESTICIDE CERTIFICATION SYSTEM

EXAM RESULT PHASE

TO BE RUN AS INPUT WARRANTS

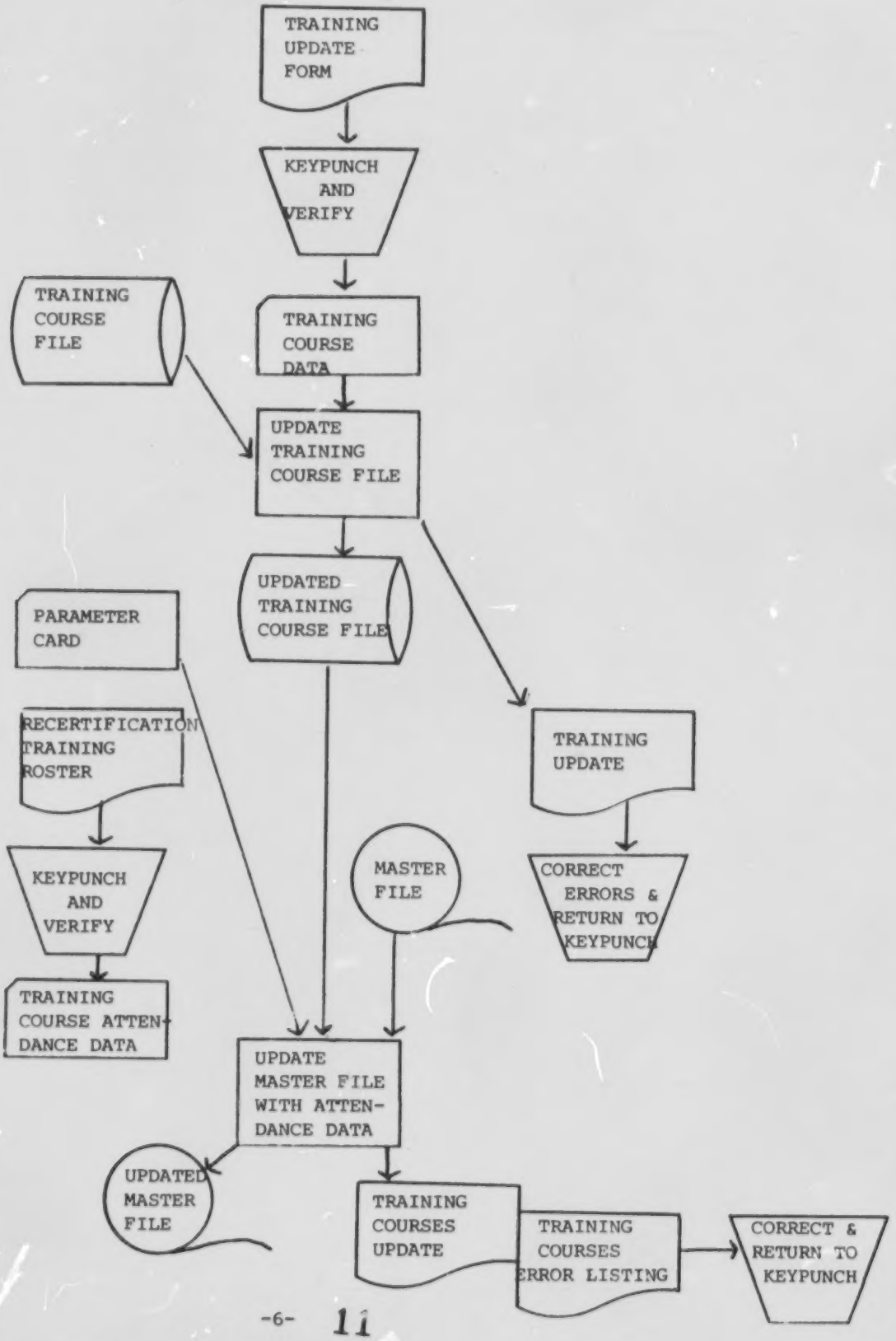



MASTER FILE
3
4
PROGRAM 5 UPDATE MASTER WITH RESULTS
ERROR LISTING
UPDATED MASTER FILE
CATEGORY RESULT LISTING
COMMODITY RESULT LISTING
PROGRAM 6 PRINT NOTICES ID'S CERTIFICATES
PASS-FAIL MAILERS
CERTIFICATES
ID CARDS
RESULT LISTING
UPDATED MASTER FILE

PESTICIDE CERTIFICATION SYSTEM

TRAINING SUBSYSTEM

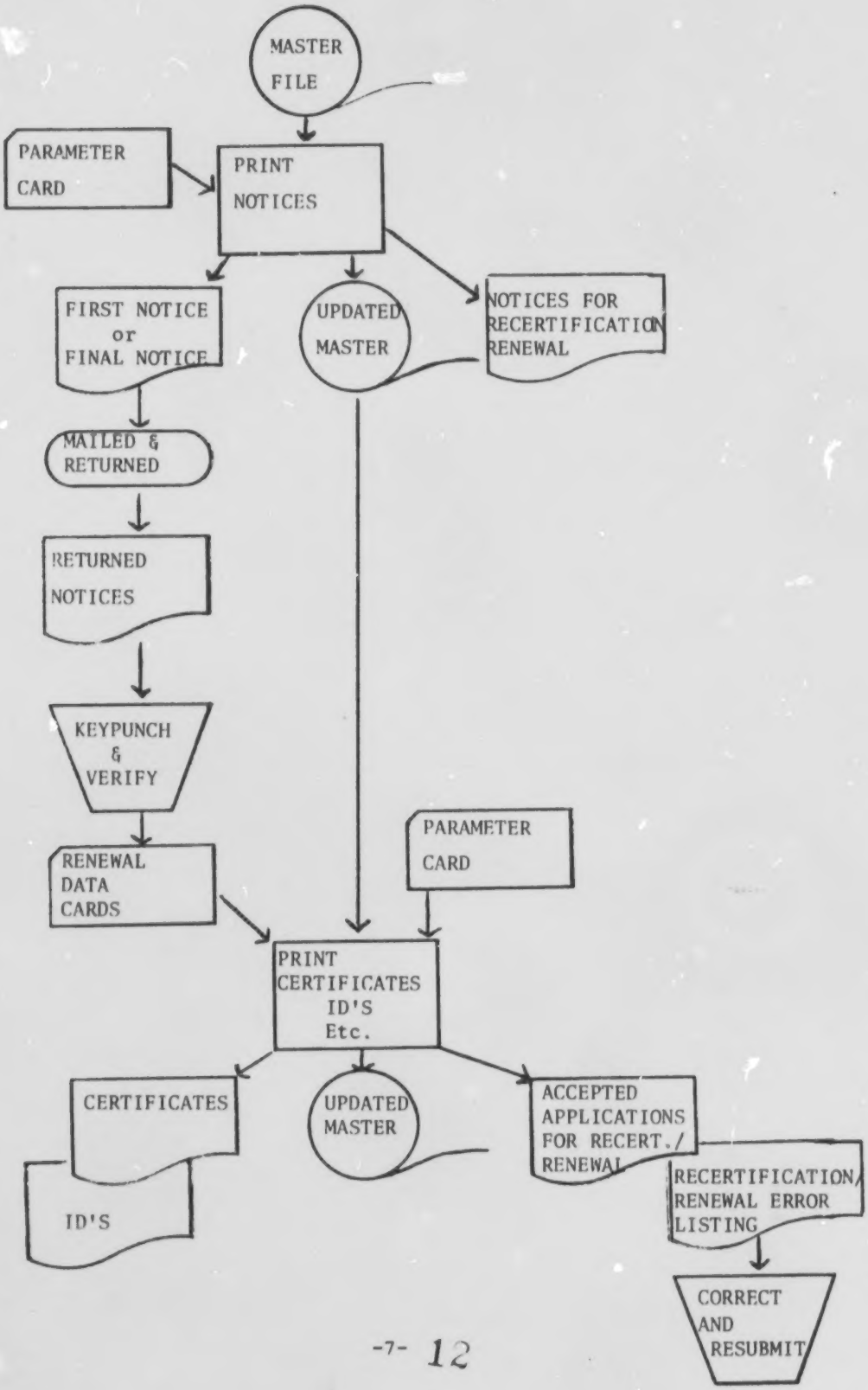
TO BE RUN AS INPUT WARRANTS



PESTICIDE CERTIFICATION SYSTEM

RENEWAL/RECERTIFICATION SUBSYSTEM

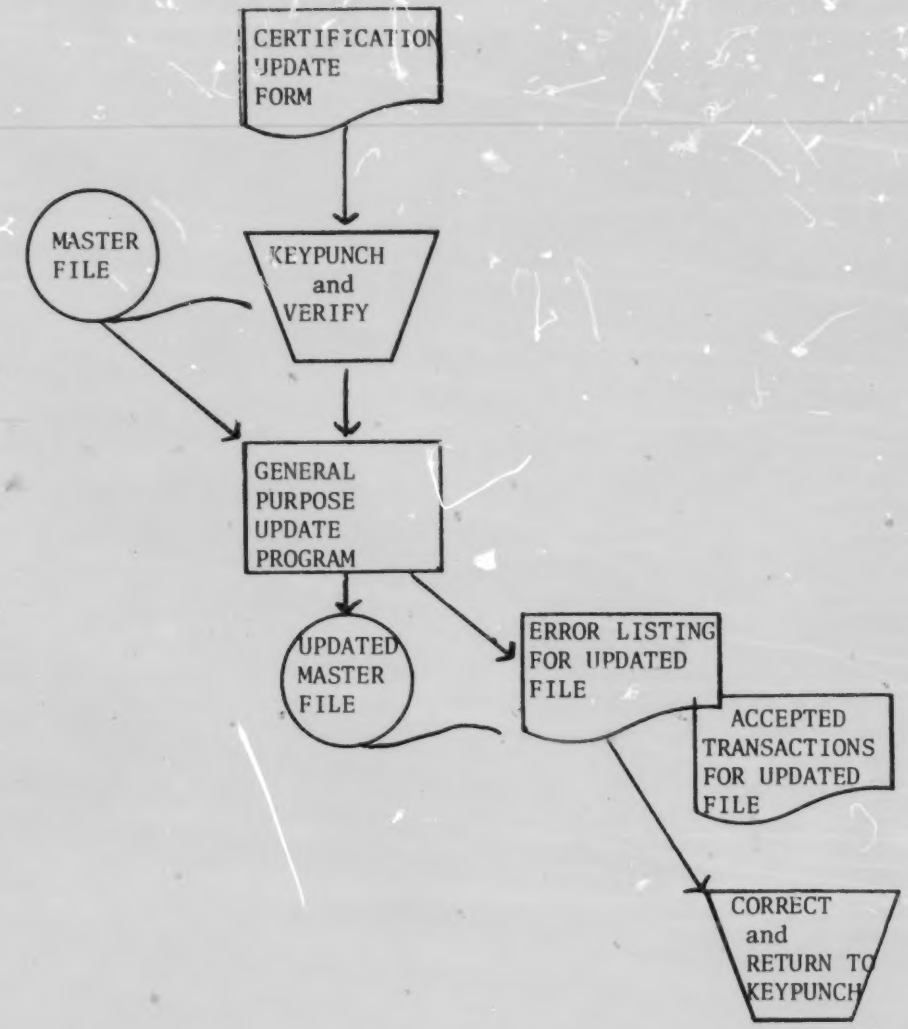
To Be Run Monthly



Pesticide Certification System

General Update Program

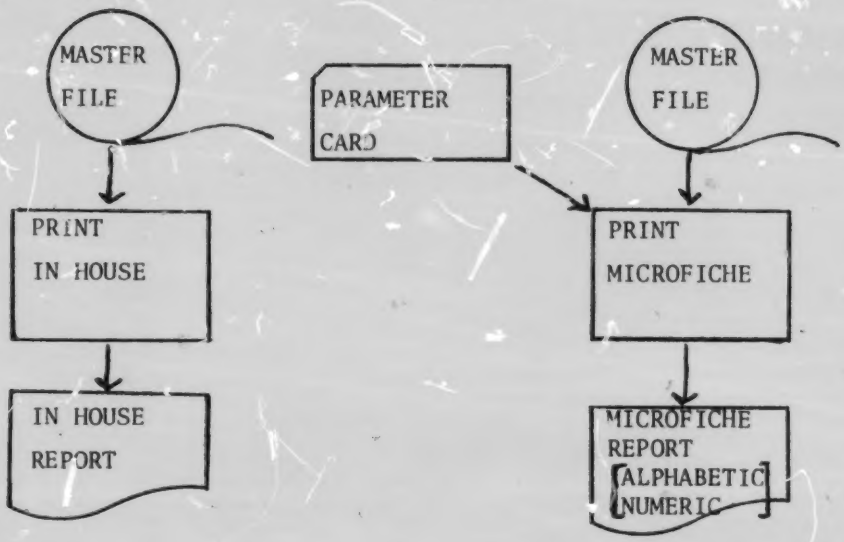
To Be Run as Input Warrants



Pesticide Certification System

Management Reports

To Be Run on Request



Program Narrative

Program 1a Edit Applications, Update Master

PURPOSE:

This program edits applications for both commercial and commodity exams. If the applicator has not previously applied, a new record is created on the master file for him/her. If the applicator has previously applied, his master file is updated with the information of the additional exam application.

INPUT:	Master file	ØLDFILE
	Sorted Application Cards	CARDIN
	Parameter card	DATE
OUTPUT:	Updated Masterfile	NEWFILE
	Accepted Applications listing	PRINT3
	Error Records	ERRØR

All applications data are edited for consistency and completeness. Applications with severe errors are rejected. Severe errors include:

INVALID OR OUT OF ORDER ID NO
INELIGIBLE FOR CORE EXAM ON MMDDYY
NO PERMANENT ID WITH PREV APPL
INVALID COUNTY OF EXAM
INVALID EXAM DATE
INELIGIBLE FOR ALL COMMODITIES
NO COMMODITY SPECIFIED
NO LAST NAME SPECIFIED
INELIGIBLE FOR GENERAL EXAM ON MMDDYY
INELIGIBLE FOR ALL EXAMS
NO EXAM SPECIFIED
NO CATEGORY SPECIFIED and
sequencing errors.
These errors are described in 'ERRORS IN APPLICATION PROCESSING'
Applications with no errors or with minor errors are processed.

If the applicant indicates that he/she has previously applied, then the permanent ID number given (sequence number concatenated with check digit) should equal a number already on the master file. For these people the old master file record will be updated with the exam information from this exam application. If the applicator applies for an exam that he has never before taken, a new segment (either commodity or commercial) will be added to his master file record. If the applicator reapplies for an exam he has previously taken, the appropriate segment is updated to indicate that he has an outstanding application in that commodity or commercial area. The parameter date, which is the run date, is put on the applicator's record under 0-APPL-DATE. This date is used as a selection criterion in program 2.

If the applicator has never previously applied, he is assigned an ID number and a master file record is created for him. The information for this record is taken entirely from the application form data. Address and telephone data is edited for completeness for new applicants; warning messages are created for any omissions in this data.

In addition to updating the file, the program prints a listing of all Accepted Applications and New Applicants. This listing is printed on PRINT3.

While editing the applications data, an error message is produced for each error found in the applications data. The error message concatenated with a card image is written out on the ERROR file for each error found. These ERROR records will be sorted and printed by Program 1b, the ERROR program.

The six digit ID number (assigned in NEW-APPL-SECT) consists of a five digit sequence number followed by a CHECK-DIGIT. The sequence number is assigned sequentially starting with one number higher than the last number on the file. The check digit is computed from the five digit sequence number by weighting the digits of the sequence number as shown in the following example.

EXAMPLE:

If the sequence number is 12345, the weights 1 and 3 are assigned to alternate digits, thus:

Weight	13131
Sequence No.	12345

Next, the digits of the sequence number are multiplied and the products totaled as follows:

1 X 1	= 1
3 X 2	= 6
1 X 3	= 3
3 X 4	= 12
1 X 5	= 5
Total	27

The check digit is found by taking the total modulo 10; thus the check digit is 7 and the complete ID number is 123457.

Commodity exams are numbered as follows:

1	Field and Forage	4	Greenhouse and Florist
2	Fruit	5	Nursery, Ornamentals
3	Vegetable	6	Dairy, Livestock & Poultry

Data Set Layout for Application Cards

Card Type 1

Cols.	Length	Field
1-6	6	Permanent ID No. or '=' followed by 5 digit serial #
7	1	Card Code = "1"
8-27	20	Applicant's Last Name
28-40	13	First Name & Middle Initial
41	1	Previously applied indicator YES='1' NO='2'
42	1	Certification Group PRIVATE='1' COMMERCIAL='2'
43-48	6	Private Commodities '1' for each exam applied for otherwise &
49-50	2	Blank
51-78	28	Commercial Categories '1' for each technical exam applied for
79-80		Blank

Card Type 2

Cols.	Length	Field
1-6	6	Permanent ID No.
7	1	Card Code = '2'
8-37	30	Street Address line 1
38-47	10	Phone No.
48-77	30	Street Address line 2
78-79	2	County of Residence
80	1	Blank

Card Type 3

Cols.	Length	Field
1-6	6	Permanent ID No.
7	1	Card Code = '3'
8-25	17	Applicator's City
26-27	2	Applicator's State
28-33	5	Zip Code
34-39	6	Date of Exam (MM/DD/YY)
40-41	2	County of Exam
42-46	5	Business Registration Number
47-80	34	filler

Data Set Layout for Parameter Card

Cols.	Length	Field
1-6	6	Date of Run (MM/DD/YY)
7-80	74	filler

Category Exams are numbered as follows:

Number	Description
1	1a Plant
2	1b Animal
3	2 Forest
4	3a Arborist
5	3b Landscaper
6	3c Nurseryman
7	3d Turf Management
8	4 Seed Treatment
9	5a Aquatic Vegetation
10	5b Aquatic Insect
11	5c Fish
12	6a Highway
13	6b Railroad
14	6c Utility and Pipeline
15	7a Structural and Rodent Control-Commercial
16	7b Structural and Rodent Control-Industrial
17	7c Fumigation-Commercial
18	7d Fumigation-Industrial
19	7e Termite Control-Commercial
20	7f Termite Control-Industrial
21	7g Veterinary
22	7h Lumber and Wood Products
23	7i Construction
24	7j Food Manufacturing
25	8 Public Health
26	9 Regulatory
27	10 Demonstration
28	11 Aerial Application

Program Narrative

Program 1b: Application Error Listing Program

This program produces a report of the errors detected during application editing in program 1a. The error records which were output by program 1a, the application edit program, are sorted by region and ID number before being input to this program.

INPUT:

IN - sorted error file produced by application program

OUTPUT:

PRINT1 - output card image and error message

The program reads the error record and prints a line or output for each error record read in. This error listing is described in detail in 'Errors in Application Processing: Report Titled Application Error Listing for Region 9.'

Error File Layout
Output of program 1a
Input to program 1b

Col.	Length	Data field
1	1	Region number
2-7	6	ID number
8-81	74	Rest of card in error (or first of group in error)
82	1	C or P (ID prefix)
83-118	36	Error message
119-121	3	Error Type ('REJ' or blank)

Program 2: Print Category and Commodity Answer Sheets

The purpose of this program is to produce answer sheets for applicators that applied to take either category or commodity exam.

INPUT:

TAPEIN	- the master file
PARAMCARD	- the parameter card containing the latest date of the application program production run

OUTPUT:

ANSWERS	- commodity answer sheets
ANSWERS-C	- category answer sheets
LIST	- printout listing applicators who had exam sheets printed

Method:

The parameter card is read and checked for an appropriate date (YYMMDD). If it is invalid, a message to this effect is printed and the job is terminated. Otherwise, this date is displayed on the control report.

The rest of the program is under the control of an internal sort. In the READ-AND-CHECK-INPUT SECTION, the master file is read and applicators selected to have answer sheets printed. Applicators are selected by having an APPL-DATE matching the parameter date. If answer sheets are to be printed for an applicator, the necessary information is taken off the file and moved to the sort work area.

In the PRINT-ANSWER-SHEET section, the commodity and category answer sheets are printed after first being sorted on region of exam, county of exam, and permanent id number. If an applicant's EXAM-DATE on file is earlier than the parameter date, this is an indication that the applicant has already taken the exam for which she/he is now applying. In this case, an answer sheet is not printed, but the applicant is listed on the printout. These answer sheets that are not printed are counted as 'STALE EXAMS'.

This program produces a listing, 'PEOPLE WHO WILL TAKE EXAM IN REGION —'. This lists applicators who had answer sheets printed in different commodity and category segments and applicators who have STALE EXAMS.

Control totals are given for the following counts: 1) number of applicators on the master file 2) number of applicants involved 3) total number of answer sheets printed 4) number of commodity exams printed 5) number of category exams printed 6) number of applicants needing to take the core exam 7) number of stale exams.

PROGRAM NARRATIVE

Program 3PUpdate Commodity and Core Answer Key

This program can be used either to create an answer key or to update an existing answer key. Records can be added to the answer key or existing records can be changed. For each valid commodity, crop and pest combination there is a record in the key (with record code'1') containing up to three correct answers for five questions. The key file also contains a record (with record code '2') for each core exam.

INPUT:	modification cards	CARDS
	key file	KEYIN
OUTPUT:	update result listing	PRINTER
	key file	KEYOUT

Procedure:

All files are opened. Modification cards and the input key file are read. If there is no input key file, then end-of-file will be reached immediately and all modification cards will be processed as add cards (PROCESS-ADDS THRU PROC-ADDS-X). If end-of-file on the key file is not reached, then the modification cards and the key file records are compared in terms of the value of the commodity, crop and pest numbers, for commodity answer records,and are compared in terms of the core number for core answer records.

If a commodity answer modification card (TYPE1) has the same commodity, crop and pest numbers as a record already on the key file and if the action code on the card is 'C', the data on the card will replace the data in the key file for that commodity, crop and pest combination (CHANGE-PEST).

If a commodity answer modification card (TYPE1) is received with a commodity, crop and pest combination that does not yet exist on the answer key file and if the action code on the card is 'A', then the data from the modification card will be inserted into the file. (ADD-PEST).

If a core answer modification card (TYPE2) is received with the same core number as a record already on the key file and if the action code on the card is 'C', the data on the card will replace the data in the key file for that core exam (CHANGE-CORE).

If a core answer modification card (TYPE2) is received with a core number which is not yet on the answer key file and if the action code on the card is 'A', then the data from the modification card will be inserted into the key file (ADD-CORE).

Data other than that described above is rejected.

The update result listing contains a line for each record on the updated answer key file and a line for each rejected modification card. The lines for the rejected transactions have an 'R' in the column headed 'ACTION CODE'. Answer records which have just been added will have an 'A' under 'ACTION CODE'; answer records which have been changed have a 'C' under 'ACTION CODE'.

DATA SET LAYOUT FOR MODIFICATION CARDS

FOR ANSWER KEY

CARD TYPE 1 COMMODITY ANSWERS

Cols.	Length	Field	
1	1	CARD TYPE	value '1'
2	1	COMMODITY-NO.	values '1' through '8'
3-4	2	CROP	values'01' through '12'
5-6	2	PEST	values '01' through '36'
7-9	3	ANSWERS FOR QUESTION 1	*
10-12	3	ANSWERS FOR QUESTION 2	*
13-15	3	ANSWERS FOR QUESTION 3	*
16-18	3	ANSWERS FOR QUESTION 4	*
19-21	3	ANSWERS FOR QUESTION 5	*
22-79	58	FILLER	
80	1	ACTION CODE	A for ADD C for CHANGE

CARD TYPE 2 CORE ANSWERS

Cols.	Length	Field	
1	1	CARD TYPE	value '2'
2	1	CORE NUMBER	values '1'through '8'
3-42	40	ANSWERS FOR CORE EXAM	**
43-79	37	FILLER	
80	1	ACTION CODE	A for ADD C for CHANGE

* Up to 3 correct answers may be specified for each question. Correct answer choices must be specified by number. For example, if the correct answers are 'c' and 'd', the numbers three (3) and four (4) will be entered.

** Only 1 correct answer will be specified for each of 40 core questions.
Correct answer choices must be specified by number.

DATA SET LAYOUT FOR ANSWER KEY

This data set has the same layout as the data set layout for the modification cards.

Program Narrative

Program 3C: List Category Answer Key

Purpose:

This program reads the category answer key and lists the answers for each subcategory exam.

INPUT - CARDS - core and subcategory answer keys

OUTPUT - PRINT1 - listing of Pesticide Certification Core Answer Keys (attachment 2)
PRINT2 - listing of Pesticide Certification Subcategory Answer Key (attachment 1)

Method:

In the READ-EM paragraph each card is read and tested to determine whether the card is a core card (CARD-TYPE='2') or a subcategory card (CARD-TYPE='3').

If the card is a subcategory card, control is passed to CAT-PRINT. Each of the 50 answers for the subcategory exam is moved to the corresponding field on the output print line. The subcategory sequence number is changed to the subcategory exam number, e.g. sequence number '9' is changed to exam number '5A'. After all data has been moved the line is printed. There are 28 subcategory exams.

If the card is a core answer card, the 40 core answers are moved to the print line and is printed.

Program Narrative

Program 4P: Grade Commodity Exams

This program grades the pesticide commodity exams. Records produced by the opscan reading of the answer sheets are input to this program. The program produces a result record for each accepted exam record and an error-listing for each exam in error.

INPUT:

TESTIN - Records produced by opscan machine
80 character records

ANSWER - Answer key for commodity and core exams
80 character records

OUTPUT:

RESULT - Results of grading exams
16 character records

ERROR - Listing of errors in processing input
133 character print records

Program structure:

1. Open data sets.
2. Read answer key records.

There are two kinds of answer key records: Commodity exam answers and core exam answers. Commodity exam answer records have record type '1' in the first byte. Core exam answer records have a record type of '2' in the first byte.

To index the commodity answers two three-dimensional arrays are set up. The first is indexed by the commodity, crop, and pest numbers. For each commodity, crop, and pest number, the array element contains a pointer,question number and answer number. There are five commodity questions and each question has up to three correct answers.

The first part of the program, paragraphs 'ZERO-IT' through CORE-CARD read the answers and store them in the arrays. Paragraph 'ZERO-IT' initializes all the pointers to zero.

Then the answer key records are read and the pointer to the next free space in the answer array is put into the pointer array as indexed by the commodity, crop and pest numbers.

Core exam answers are placed in an array indexed by core number.

3. Grade exams.

   The first part of this section checks for errors in the answer sheet records, eg.- Rejected by opscan, no commodity listed etc. These errors are described in 'ERRORS IN EXAM GRADING'.

   Each valid commodity exam answer sheet is graded. Since input from the opscan is alphameric in form, any letters must be converted to numbers to index the answer arrays. This is done by paragraph ALPHA-NUM. After both crop and pest have been converted to numbers, the appropriate answer record is selected and the answers in the answer key are compared with those on the exam answer sheet. Since the opscan returns numbers from zero to 4, each exam answer must have 1 added to it before comparison.

   Both parts of the commodity exam are graded in this way. The total number of right answers is placed in the OUTPUT RESULT record.

4. The next section checks to see if the examinee has taken a core exam and if so grades it. Answers in the answer key are compared with the answers on the answer sheet. The number of correct answers is counted.

5. The paragraph 'NO-CORE' then moves all relevant data to the output record and writes this record into the RESULT file.

   Control totals are printed and data-sets are closed.

   The error listing is printed by paragraph ERRWRITE with page headings done by paragraph HEADER.

Data Set Layout for the input TESTIN Records

Byte(s)	Field	Remark
1	P	Value '1' if private applicator
2	C	Value '1' if commercial applicator
3-8	ID number	Applicator's six digit sequence number
9	Commodity	Value 1 less than commodity number
10	Crop-1	First crop choice. Values A-2 correspond to crop choices number 1-26; values 0-9 correspond to numbers 27-36
11	Pest-1	First Pest choice. Values A-2, 0-9 as for crop 1
12-16	Answers to Questions 1-5	Value 1 less than answer in answer key
17	Crop-2	Second Pest choice. Values as for Crop-1
18	Pest-2	Second Crop choice. Values as for Crop-1
19-23	Answers to Questions 6-10	Value 1 less than answer in answer key
24	Core number	Values 0 thru 9. Value 1 less than core exam number
25-64	Answers to Core Questions	Value 1 less than answer in answer key
65-79	Filler	
80	Quality Control	Value 'Q' if record not rejected by scanner

Data Set Layout for the output RESULT Records

1-6	ID number	Applicator's 6 digit sequence number
7	C-or-P	Value C or P
8	Core taken	Value 'Y' indicates a core exam was taken on this answer sheet
9-10	Number Right on Commodity exam	Values 0 to 10
11-12	Number Right on Core exam	Values 0 to 40
13	Commodity number	Values 1 through 8
14-15	Filler	
16	Exam type	Value 'P' for commodity exam

Program Narrative

Program 4C Grade Subcategory Exams

The purpose of this program is to grade subcategory exams. The program reads data from the exam Answer Sheets output by the OPSCAN machines and grades them producing result records.

INPUT:

ANSWER - Answer key for core and subcategory exams
TESTIN - data from the answer sheets

OUTPUT:

PRINT1 - Exam error listing
RESULT - Records containing scores

Method:

The program reads the Answer Key records and stores them in tables. A record type of '2' in the first byte of the Answer Key record indicates a record with answers for the Core exam. A record type of '3' in the first byte of the Answer Key record indicates answers for one of the subcategory exams. There may be up to nine (9) core exams and up to 28 subcategory exams. If an answer record is neither type '2' nor type '3', the message -'INVALID ANSWER KEY CARD' appears on the control report.

Data produced by the OPSCAN machine from the answer sheets is read by the program. The OPSCAN machine produces two 80 byte records for each answer sheet. The input from the OPSCAN is checked for errors. These errors are described in 'ERRORS IN COMMERCIAL EXAM GRADING.'

Each set of valid answer sheet records is graded. The appropriate core exam and subcategory exam answer keys are selected and compared with the answers given on the answer sheet. Since the OPSCAN machine returns numbers which are 1 less than the number printed on the sheet, i.e. 0 to 5 instead of 1 to 6, each exam answer must have 1 added to it before comparison.

The number of correct answers on the core part and the subcategory part are added and the two totals are stored in the RESULT record.

DATA SET LAYOUT RESULT RECORD

This record is output by the two grading programs and input to the result program which updates the master file.

Bytes	Length	Field
1-6	6	Permanent ID number
7	1	ID prefix C or P
8	1	Core-taken (indicates whether or not the core exam was taken) values: Y=yes and N=no
9-10	2	Number right on commodity exam or number right on subcategory exam depending on type of answer sheet
11-12	2	Number right on core exam (if core-taken=N, value will be '00')
13	1	Commodity Number (if answer sheet was a commodity answer sheet)
or		
13-14	2	Subcategory Number (if answer sheet was a subcategory answer sheet)
14-15	2	filler (commodity)
or		
15	1	filler (commercial)
16	1	Exam type values P=private commodity C=Commercial subcategory

Program 5: Update Master File with Examination Results

The purpose of this program is to update the master file with data on exam results for the core, commodity, or category exams. The program reads data off the result file produced by programs 4P and 4C and updates the designated commodity and category segments of the appropriate applicators.

INPUT:
- TAPEIN - the old master file
- RESULTS - the results file produced by programs 4P and 4C
- PARAMCARD - the parameter card giving the cutoff scores for the core, commodity, and category exams and 4 parameter dates

OUTPUT:
- TAPEOUT - the new updated master file
- ACCEPTS - the listing of applicators with updated commodity results
- CACCEPTS - the listing of applicators with updated category results
- LIST - the listing of errors generated during processing

Method:

The parameter card is read and checked for valid dates (YYMMDD) and numeric cutoff scores. The date of issue is the run date. The 30-DY-CK is the date one month previous. The 6-MN-CK is the date 6 months previous. The 1-YR-CK is the date 1 year previous. The last three dates are used for a check that applicators have waited an appropriate time limit between taking exams (if necessary). If the dates and scores are valid, they are displayed on the control report.

A result record and a tape record from the old master file are matched by id number. The exam information off the result record combined with the cutoff scores is then used to update the applicator's appropriate commodity or category segment. If the result record contains exam information for a commodity or category for which there is no matching segment on file, a new segment is created.

A result record contains a code of 'P' or 'C' to indicate whether the field NO-RIGHT-ON-COMMODITY-R contains a score for a commodity or a category exam. The result records are also sorted so that an applicator who has taken a core exam will have that information on the 1st result record read. Therefore, one applicator may have 5 result records reflecting exam information for 5 different commodities or categories, but only the 1st record should contain core exam information (if the core exam was taken).

After all exam data is processed for an applicator, the applicator's updated master file record is checked for any outstanding applications to take exams in any segments and for any failures on record. If the applicator has any outstanding applications for commodity or category exams, a 'Y' is moved to N-OUTSTANDING-APPL, otherwise a 'N' is moved to this field. If the applicator does not have any failures on record, zeros are moved to N-DATE-OF-LAST-FAILURE. Otherwise this field will contain a date of the most recent failure of an exam.

The parameter date, DATE-OF-ISSUE, is moved to the DATE-OF-ISSUE fields of all commodity and category segments which are updated with results on a particular processing run. For segments which are passed, the segment will contain only the commodity or category number, the date of issue, and a 'N' in outstanding application for that particular segment. The rest of the segment is zero filled. If an applicator fails an exam by not receiving a high enough score on the commodity or technical exam to pass, the corresponding segment contains the commodity or category number, the date of issue, the date of failure (the date moved from O-EXAM-DATE), N-TIMES-FAILED incremented by 1, and a 'N' in outstanding application for that particular segment. The training sessions field remains the same. If an applicator fails the core exam, his commodity and subcategory segments look almost identical to the other failure segments described previously except the N-TIMES-FAILED field is not incremented by 1.

Lastly, if any updating is done on an applicator's commodity segments, a 1 is moved to N-KOM. And a 1 is moved to N-KAT for any updating done on category segments. These two fields serve as flags for program 5, the certificate, id, and quickie note program.

This program produces three listings:

1) 'UPDATED RESULTS - COMMODITIES'
2) 'UPDATED RESULTS - CATEGORIES' and
3) An error listing of errors generated during processing. The format of these reports are explained in the documentation of output.

Control totals are given at the end of processing. The following counts are kept throughout the program: 1) number of applicators on the old master file 2) number of applicators on the updated master file 3) number of result records 4) number of applicators with results 5) number of applicators without results 6) number of overall errors 7) number of core errors (applicators not taking the core exam when they needed to do so).

Program 6: Print ID's, certificates, notices

The purpose of this program is to print ID's, certificates, and/or notes, as well as updating the master file for applicators indicating a recent sitting of an exam.

INPUT:

TAPEIN	- Old master file
PARAMCARD	- Parameter card containing fees, dates, and the last certificate number given out

OUTPUT:

TAPEOUT	- New updated master file
CARDS	- Id cards
SHEETS	- Certificates
QUICKIES	- Quickie mailers
LIST	- Printout listing applicators receiving certificates and Id cards

Method:

The parameter card is read and checked for valid parameter fields. If a field is invalid, a message to that effect is printed, and the job is terminated. Otherwise, the dates and fees are displayed on the control report.

A record is read from the old master file. If the record is flagged in either the KOM or KAT fields by program 4, processing continues with that record. Otherwise, the new master record is written on the new file and the next master record is read.

When an applicator's record is flagged by the KOM field, her/his commodity segments must be checked for their current status. If the DATE-OF-ISSUE fields matches the parameter date, SECDATE, then that segment was recently updated by program 4 with exam results and must be acted upon by this program. If the segment was passed, a certificate and id card are printed as well as a quickie note to indicate this. If the segment was failed, only a quickie note is printed to indicate this. This process is also applicable for category segments.

When a new certificate and id card is printed for an applicator because of a newly certified segment, all previously certified segments are listed on the certificate and id card. However, a separate certificate and id card is printed for commodity segments and one for category segments. A total of six commodity or category segments may be printed per certificate and id card, and a total of 8 commodity or category segments may be printed per quickie note.

This program produces one printout which lists all applicators who had certificates and id cards printed by this program. Control totals are given for the following counts: 1) number of applicators involved 2) number of applicators not involved 3) number of certificates and id cards printed 4) number quickie notes printed 5) number of applicators on old master file 6) number of applicators on new master file and 7) total money in fees.

Program Narrative

Program 7: In House Report

The purpose of this program is to produce a report containing all information on file for all applicators on the master file.

INPUT:

TAPEIN - Most recent master file

OUTPUT:

H-LIST - In house report listing all applicators

Method:

This program first reads a record off the input tape. The necessary data is taken off the record and moved to the appropriate print fields, and is then printed on H-LIST. This process is repeated for all applicators and a tally is kept of the number of applicators on the master file.

Program Narrative

Program 8: "Microfiche" Report

The purpose of this program is to produce a report containing identification, address, and certification information for all applicators on the master file.

INPUT:

TAPEIN - Most recent master file
PARAM - Parameter card

OUTPUT:

MICRO - Microfiche report listing all applicators

Method:

This program first reads a record off the input tape. The necessary data is taken off the record and moved to the appropriate print fields, and is then printed on MICRO. This process is repeated for all applicators and a tally is kept of the number of applicators on the master file.

The parameter card gives the date of run and whether the report is alphabetically or numerically sorted. The format of this card is the following:

Bytes	Length	Field
1-6	6	Date of run (YYMMDD)
7-16	10	Sorting sequence ('ALPHABETIC' or 'ØØNUMERICØ')
17-80	64	Filler

On the report, each private or commercial segment the applicator has on file is listed with a one letter flag to indicate the current status of that particular segment. The letters being utilized and their meanings are given below:

1) A - outstanding application
2) F - failure
3) E - expired certification
4) C - certified

Program 9: General Purpose Update Program

The purpose of this program is to update the master file in any manner as specified by input data cards.

INPUT:

TAPEIN	- Old master file
UPCARD	- Update cards

OUTPUT:

TAPEOUT	- New updated master file
ACCEPTLIST	- Printout listing applicators with accepted transactions
ERRORLIST	- Printout listing applicators with errors

Method:

The program reads the update input cards and matches them by id number with applicators on the file. Only cards coded with the 'change', 'delete', 'reactivate', or 'suspend' action should match up with applicators off the old master file. Cards coded with the 'add' action should not match up with applicators off the old master file. The 'add' cards should contain an id number consisting of a five digit number preceded by '=' and should come last when the cards are sorted on id number.

Upon obtaining a match of an update card with a record off the master file, processing is shifted first according to the update card type ('1-4' card types) and then by the action code.

For a 'delete' action, a type 1 card must be coded with the last name and the 'delete' action in which case the applicator's record is not written on the new master file. For a 'suspended' or 'reactivate' action, a type 1 card must be coded with the id number and the appropriate 'S' or 'R' action code. A 'change' action may be coded on type 1-4 cards in which case any non-blank fields that are appropriate are substituted on the new master record.

An applicator being added to the master file must have coded as the minimum: 1) last name 2) valid county of residence or region number 3) commodity or category segment. Therefore, for a successful 'add' action, card types 1, 3, and 4 must be present.

This program produces a listing, 'ACCEPTED TRANSACTIONS FOR UPDATED PESTICIDE APPLICATOR CERTIFICATION FILE', of all applicators having accepted transactions. The information for each applicator listed on the printout consists of all relevant information on file for that particular applicator. An error listing, 'ERROR LISTING FOR UPDATED PESTICIDE APPLICATOR CERTIFICATION FILE', is also produced by this program. This printout lists applicators with errors generated during processing.

Control totals are given for the following counts: 1) number of records on the old master file 2) number of records on the new master file 3) number of update cards read 4) number of cards in error 5) number of applicators with cards 6) number of applicators without cards 7) number of applicators deleted and 8) number of applicators added.

Program 10: Update Course File

The purpose of this program is to update the training course file. The program reads update cards indicating a transaction of either add, delete, or change and produces the new updated file.

INPUT:

COURSES	- Old training course file
UPCOURSES	- Update cards

OUTPUT:

OUTCOR	- Updated training course file
LIST	- Printout of accepted and rejected update transactions and unchanged course records

Method:

The program reads the update input cards and matches them by course number with the training course records already on file. Only cards coded with the 'change' or 'delete' action should match up with the old training course records.

In the event of a 'delete' action; the old training course record off the old file will simply not be moved to the new updated file and will therefore not appear as part of the new file. A 'change' action will cause the data off the update card to totally replace the data on the course record on file. An 'add' action will cause a new record to be written on the updated course file using the data off the update card.

A report is also produced listing accepted transactions, errors encountered during processing, and unchanged records on the course file. The symbols indicating the status of the course record or the status of the transaction are explained on each page of the printout.

Errors that may occur while processing include:

1) trying to delete a course record on file when no course record matches up by course number with the update card
2) trying to add a course record to the new file when there exists on file a record with a matching course number to that of the update card
3) trying to change a course record on file when no course record matches up by course number with the update card
4) trying to make some transaction but having an invalid action code (something other than A, C, or D)
5) having more than one update card with the same course number (only the 1st transaction will get processed)

Data Set Layout Course Record

The layouts of the records on the training file and the update cards are the same.

Bytes	Length	Field
1-4	4	Course number
5-12	8	Commodities to which the course is applicable
13-40	28	Categories to which the course is applicable
41-79	39	Course description
80	1	Filler (or Action for update cards)

Program 11: Update Master File with Attendance Data

The purpose of this program is to update the master file with data on training course attendance. The program reads data off attendance cards and updates the designated commodity and category segments of the appropriate applicators.

INPUT:

OLDFILE	- the old master file
CORFILE	- the training course file
ATTEND	- the data cards for training course attendance
PARCARD	- the parameter card containing the date of run

OUTPUT:

NEWFILE	- the new updated master file
LIST1	- the printout listing applicators with updated training course information
LIST2	- the printout listing applicators with errors

Method:

The parameter card is read and checked for an appropriate date of run (in the form MM/DD/YY). If it is invalid, the message - 'INVALID PARAMETER CARD': followed by the parameter information is printed and the job is terminated.

Before any attendance data cards are read, the training course file is loaded into the course table which has enough space for 500 courses.

An attendance data card and a tape record off the old master file are matched by ID number. Once a match is found, the training course table is searched (binary search) for the matching course number in order to determine which commodity or category segments are to be updated. Upon locating the training course in the course table, the applicator's commodity and category segments are examined. If the training course attended by the applicator is applicable for a particular segment on the applicator's record, then the field, N-TRAINING-SESSIONS-A, for commodities, or N-TRAINING-SESSIONS-B, for categories, is incremented by 1.

Two printouts are produced by this program. One listing, 'TRAINING COURSES UPDATE', lists applicators who had commodity or category segments updated by attendance at one or more training courses. The other printout, 'TRAINING COURSES ERROR LISTING', lists errors for applicators.

Control totals are given for the following counts: 1) number of applicators on the old master file 2) number of applicators on the new master file 3) number of training courses on the course file 4) number of attendance data cards 5) number of applicators updated 6) number of applicators not updated 7) number of attendance data cards in error 8) number of accepted update transactions.

Program 12:

The purpose of this program is to print notices to applicators concerning certified commodity or category segments needing to be renewed or recertified.

INPUT:

TAPEIN	- the old master file
PARAM	- the parameter card containing dates and fees

OUTPUT:

TAPEOUT	- the new updated master file
NOTES	- the notices for recertification or renewal
LIST	- the printout listing the applicators receiving the notices

Method:

The parameter card is read and checked for appropriate dates and numeric fees. P-DATE1 contains the date (YYMM) that the program uses to select the appropriate segments for renewal and recertification. Currently this date is two months in the future as compared to the run date which is contained in P-DATE2 (YYMMDD). If any of these parameter dates or fees are invalid, a message indicating the error is printed and the job is terminated.

As explained in the documentation for program 6, the program that prints certificates, id's, and notices, the month of the date of issue is based upon the applicator's check digit (last digit of the 6 digit id number). Therefore, the month of the expiration date is also dependent upon this check digit. This makes it necessary to determine the appropriate check digit that corresponds to P-DATE1 in order to select applicators who have segments expiring on that date. This algorithm is repeated to determine which applicators are to be sent final notices for segments expiring 'P-DATE1 - FIN' (subtract a constant from the months in P-DATE1).

The old master file is read selecting the applicators with either of the check digits matching the calucated check digits as mentioned above. Then each certified segment for a particular applicator is checked by the date of issue to see if this is the appropriate year for the segments to be renewed or recertified.

If the segments are up for being renewed or recertified, a notice is printed for the applicator. Only six commodities and subcategories may be printed per notice and all commodities and subcategories on one notice must be of the same type: either all renewal or all recertification (i.e. notices can not mix renewal categories with recertification categories). A 'FIRST' notice is printed two months before expiration the first year an applicator's segments are up for renewal or recertification (the date of expiration matches P-DATE1 on month and year). After that 'FIRST' notice, if the applicator does not renew, all notices are printed as 'FINAL' notices. If the applicator does renew his certification, he will receive a 'FIRST' notice again when his certification must be renewed in later years.

Each record on the master file has two fields, RECERT and RECERT-C (1 per category segment), which are 1 byte numerics. These fields serve to count the number of years segments have not been renewed or recertified. When an applicator is up for renewal or recertification by matching the date of expiration with P-DATE1, these fields are incremented by 1.

Since all private commodity segments can be renewed or recertified for the same fee, and all those segments should be renewed or recertified together, there is only one field, RECERT, to indicate the status of these segments' expiration. However, the fee for renewing or recertifying commercial category segments is based per segment; and therefore, there is a counter field, RECERT-C, in each category segment.

A segment which is not recertified or renewed may remain on an applicator's record for two years. After that time (when RECERT(-C)>'2'), the segment is zeroed out; the applicator must then retake the appropriate exam to regain certification in that area.

This program produces a printout, 'NOTICES FOR RECERTIFICATION - RENEWAL', listing applicators with segments to be renewed or recertified. Suspended applicators that should be renewing or recertifying segments during a run will have their record updated as mentioned above, but will not have a notice printed up. They will also be listed on the printout with a message indicated they are currently suspended. Applicators who are fee exempt will also have a message on their listing.

Control totals are given for the following counts: 1) number of applicators on old file 2) number of applicators on new file 3) number of applicators recertified or renewed 4) number of applicators not involved 5) number of notices printed.

Program Narrative

Program 13: Renewal Print

The purpose of this program is to print certificates and ID's for applicators who have indicated their desire to renew or recertify segments. The program reads data off cards, prints certificates and/or ID's, updates the file, and produces a listing.

INPUT:

TAPEIN	- the old master file
CARDS	- the data cards

OUTPUT:

TAPEOUT	- the new updated master file
CERTS	- certificates for recertified segments
IDCARDS	- id cards for renewed or recertified segments
ACCLEST	- the printout listing accepted applications for renewal or recertification
ERRLIST	- the printout listing errors generated during processing

Method:

The parameter card is read and checked for an appropriate date of run (YYMMDD) as well as a numeric latest certificate number given out. If either of these fields are invalid, a message is printed and the job is terminated. Otherwise, the two fields are displayed on the control report.

A data card and a tape record off the old master file are matched by ID number. Upon obtaining a match, the segments coded on the data card for renewal or recertification are matched against the segments the applicator has on file. When the appropriate commodity or category segment is located, the segment is processed for either renewal or recertification. Renewal or recertification is indicated by a '2' for renewal and a '1' for recertification coded on the data card.

An applicator is flagged during processing of her/his record by the field, KODE. KODE may take on the values 1, 2, 3, or 4 indicating: 1) '1' - commodity recertification 2) '2' - commodity renewal 3) '3' - category recertification 4) '4' - category renewal.

If an applicator is flagged for renewal, a new ID is printed and the field(s) RECERT (-C) is /are zeroed out. An applicator flagged for recertification has both a new ID and new certificate printed, has her/his master file record updated with new dates of issue and certificate numbers, and the fields RECERT (-C) and TRAINING - SESSIONS - A (-B) are zeroed out.

Two printouts are produced by this program. One listing, 'ACCEPTED APPLICATIONS FOR RECERTIFICATION OR RENEWAL' lists applicators who had commodity or category segments either renewed or recertified. The other listing, 'RECERTIFICATION/RENEWAL ERROR LISTING' lists errors for applicators that were generated during processing.

Control totals are given for the following counts: 1) number of records on old master file 2) number of applicators on new master file 3) number of cards read in 4) number of accepted applicators 5) number of applicators not involved 6) number of certificates printed 7) number of ID cards printed.

Scheduling: Input cards are received once a week from NYSDEC; this job is scheduled upon receipt of these cards.

JCL Preparation before running the job.

Please refer to the attached JCL listing which gives sample JCL.

SETUP CARDS:

Two /*SETUP cards are required: the setup card for the input tape and the setup card for the output tape.
The input setup card is of the form /*SETUP UNIT=TAPE9,TEXT=' ',ID=TO9999.
The information for the ID and TEXT is taken from the last line of the PEST TAPE LOG.
The output setup card is of the form /*SETUP UNIT=TAPE9,TEXT=' ',ID=(ASSIGN,RING),/* DDNAME=NEWFILE.
The TEXT is of the form 'PEST MASTER n' where n is one number higher than the number in the text of the input tape. Be sure to enter this text in the column headed TEXT in the PEST TAPE LOG on the line below the one with the input tape information; enter the run date under DATE CREATED.

INPUT DATA:

The Input cards follow the //SORTIN DD * card in the first sort step.
If there are clearly more than 1500 input cards, the estimated FILSZ on the SORT FIELDS must be changed.

Input Tape:

On the //OLDFILE DD card the VOL=SER=TO9999 must be changed for each run; it should be the same as the ID on the /*SETUP card for the input tape.

Parameter Date:

This is the run date in the form YYMMDD; for example, if the run date is January 13, 1976, the parameter date would be 760113.
Enter this date in columns 1-6 of the parameter card.
The parameter card follows the //DATE DD * card.
Enter the parameter date in the PEST TAPE LOG under PARAM DATE.

After running the job.

Check the HASP log for the number of the new tape assigned.
Enter this number under Vol Ser in the PEST TAPE LOG on the line you have started for the output tape. Under PROGRAM enter APPL on this same line.
Check the COND CODE in each step of the HASP log; it should be 0000.

Control Totals:

APPLICATION DATE: This is the parameter date you put on the parameter card; check it for reasonablesness.
CARDS READ: This number should be the same as the record count in the Sort Sysout for the first sort step.
INPUT TAPE REC: This should equal the RECORD COUNT of the input tape from the PEST TAPE LOG.
OUTPUT RECORDS: This should equal INPUT TAPE REC + NO. NEW APPLICANTS.
Enter this number under RECORD COUNT on the line for the output tape on the PEST TAPE LOG.

ERROR RECORDS: This number should equal the record count in the sort sysout of the second sort step. It should also equal the INPUT RECORDS and the OUTPUT RECORDS in the control totals of the second program in this job step.

Distribution of Output:

APPLICATION ERROR LISTING
If ERROR RECORDS is zero, this report will not appear. Otherwise there will be two copies.
One copy goes to NYSDEC in Albany.
The second copy is separated by region and each section sent to the appropriate region. Region is sent to Albany.
ACCEPTED APPLICATIONS and NEW APPLICANTS
There will be two copies of this report. Both copies go to NYSDEC Albany.

Retention of Data:

Input cards should be dated and saved.
Control Totals should be saved.

Examination Sheets - Production Control

Scheduling:

This job is run after the application program is run and checked out.

JCL Preparation before running the job.

Please refer to the attached JCL listing which gives sample JCL.

Setup Card:

One /*SETUP card is required for the input tape. The setup card is in the form: /*SETUP UNIT=TAPE9, ID=TO9999, TEXT=' '. The information for the ID and TEXT is taken from the output tape information of the application program.

Input Tape:

On the //OLDFILE DD card the VOL=SER=TO9999 must be changed for each run; it should be the same as the ID on the /*SETUP card.

Parameter Date:

The parameter date is in the form YYMMDD and is taken directly from the parameter date of the application program. This card follows the //PARCARD DD * card. This program will print the Pesticide Certification Answer Sheet (form # 0204). Before running the program check that the forms are available to the operator. Make sure the operator understands that the forms must be aligned and the ribbon dark.

After running the job:

Check the COND CODE in each step of the HASP log; it should be 0000.
Control Totals listed on SYSOUT:
The Parameter Date is 99/99/99.
This is the parameter date from the parameter card. If this card is missing or invalid. the job will print a message to this effect and will stop. Check this date for agreement with the parameter date from the application program.

INSERT 999, DELETE 999

This number should agree with the number of answer sheets printed from this program.

Control Totals listed on LIST:

TAPE RECORDS READ: 999,999
This number should equal the latest RECORD COUNT from the PEST TAPE LOG and the OUTPUT RECORDS from the control totals of the application program.

APPLICANTS INVOLVED: 999,999

This number should equal the NO OF ACCEPTED APPLICATIONS from the application program.

ANSWER SHEETS: 999,999

This is the number of answer sheets printed. This number must be greater than or equal to the number of APPLICANTS INVOLVED.

Distribution of output:

Examination sheets are sorted by region number and should be sent to the appropriate region.

Printout listing answer sheets printed for applicants, 'PEOPLE WHO WILL TAKE EXAM IN REGION'

There will be two copies of this report. One copy should be separated by regions and sent to the appropriate region. The other copy is to be sent to NYSDEC Albany.

Commodity Answer Key Production Control

Scheduling:

The job should be run on request whenever it is necessary to update the commodity answer key; generally this will be before exam grading has begun.

JCL Preparation before running the job:

```
/*LIMITS REGION=100K,CPUTIME=10,IOTIME=20,CLASS=J
// EXEC SORTD,REGION.SORT=100K
//SORTWK01 DD UNIT=SYSSC,SPACE=(CYL,5,,CONTIG)
//SORTWK02 DD UNIT=SYSSC,SPACE=(CYL,5,,CONTIG)
//SORTWK03 DD UNIT=SYSSC,SPACE=(CYL,5,,CONTIG)
//SORTOUT DD DSN=&CARDS,UNIT=SYSSC,DISP=(NEW,PASS),
// DCB=(RECFM=FB,LRECL=80,BLKSIZE=6400),SPACE=(CYL,(1,1),RLSE)
//SORTIN DD *
/*
//* ANSWER KEY UPDATE CARDS PRECEDE
//SYSIN DD *
 SORT FIELDS=(1,6,CH,A),FILSZ=E400
/*
// EXEC PGM=COMMKEY,REGION=56K
//STEPLIB DD DISP=OLD,DSN=DQF.PESTLIB
//SYSUDUMP DD SYSOUT=A
//SYSOUT DD SYSOUT=A
//CARDS DD UNIT=SYSSC,DSN=&CARDS,DISP=OLD
//KEYIN DD DSN=DQF.PESTKEY1,DISP=OLD    same as KEYOUT DSN of last run
//KEYOUT DD DSN=DQF.PESTKEY2,DISP=(NEW,CATLG,DELETE),
// UNIT=SYSDA,DCB=(RECFM=FB,LRECL=80,BLKSIZE=6400),
// SPACE=(TRK,(5,1),RLSE)
//PRINTER DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
```

INPUT DATA:

Cards - The input update cards follow the //SØRTIN DD * card in the first step.

Input file - When first creating the answer file, there will be no input answer key. In this case you must use a card saying //KEYIN DD DUMMY,DCB=(RECFM=FB,LRECL=80,BLKSIZE=6400). If the answer key has been created in the past, the //KEYIN DD card must have DSN= to the DSN on the //KEYOUT DD card of the most recent previous run.

OUTPUT DATA:

Output file: The //KEYOUT DD card should have the DSN= to the next generation of the answer key file.

After running the JOB

Check the COND CODE in each step of the HASP log; it should be 0000.

Control Totals:

CARDS READ: This should equal CARDS REJECTED + CARDS ADDED + CARDS CHANGED.

KEY RECORDS READ should equal KEY RECORDS WRITTEN from the last update run. If the file is being created, this should = 0.

KEY RECORDS WRITTEN should equal KEY RECORDS READ + CARDS ADDED. Keep a record of this number for comparison with KEY RECORDS READ on next update run.

Distribution of Output:

One copy goes to the Bureau of Pesticide Control.
One copy goes to the Chemical Pesticides Program.

Production Control

Program 3C: List Category Answer Key

Scheduling: This program should be run whenever there is a change to the subcategory or the core answer key.

JCL Preparation before running the job:

Please refer to the JCL listing below:

```
// EXEC PGM=CATKEY,REGION=16K
//STEPLIB DD DSN=DGF.PESTLIB,DISP=OLD
//SYSUDUMP DD SYSOUT=A
//SYSOUT DD SYSOUT=A
//PRINT1 DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
//PRINT2 DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
//CARDS DD *
/*
//* ANSWER KEY CARDS PRECEDE
```

INPUT DATA:

The input Answer key cards (card type 2 and card type 3 - in column 1 of card) follow the //CARDS DD * card.

After running the job

Check the CØND CØDE in the HASP log; it should be 0000.

Distribution of Output:

One copy goes to Bureau of Pesticide Control, Albany.
Second copy goes to Chemical Pesticides Program, Cornell.

Program 4P: Grade Commodity Exams

Scheduling: This program is scheduled after a batch of commodity answer sheets has been scanned and after the commodity answer key has been finally updated (program 3P).

JCL Preparation before running the job:

Please refer to the JCL listing below.

```
/*SETUP UNIT=TAPE9,TEXT='PEST RESULT',ID=(ASSIGN,RING),DDNAME=RESULT
// EXEC PGRADE,REGION=66K
//STEPLIB DD DSN=UQF.PESTLIB,DISP=OLD
//SYSUDUMP DD SYSOUT=A
//SYSOUT DD SYSOUT=A
//ANSWER DD DSN=UCW.PESTKEY2,DISP=OLD
//TESTIN DD *
//ERROR DD SYSOUT=A,DCB=(LRECL=133,RECFM=FBA,BLKSIZE=133)
//RESULT DD DSN=UCW.RESULT,DISP=(NEW,KEEP),UNIT=TAPE9,
// DCB=(RECFM=FB,LRECL=16,BLKSIZE=6400)
```

INPUT DATA:

Input Answer Key - The DSN on the //ANSWER DD card must be the same as the DSN on the //KEYOUT DD card of the last run of program 3P.

Input Answer sheets - After the //TESTIN DD *, insert the commodity answer sheet images output by the scanning machine.

After Running the Job

Check the CØND CØDE in the HASP log; it should be 0000.

Control Totals:

INPUT RECØRDS should equal REJECTED RECORDS + OUTPUT RECORDS.

Distribution of Output:

The error listing goes to the Bureau of Pesticide Control, Albany.

Program 4C: Grade Subcategory Exams

Scheduling: This program is scheduled after a batch of subcategory answer sheets has been scanned and after the subcategory answer key (as listed by program 3C) has been finally approved.

JCL Preparation before running the job:

Sample JCL is shown below:

```
/*SETUP UNIT=TAPE9,ID=(ASSIGN,RING),TEXT='PEST RESULT',DDNAME=RESULT
// EXEC PGM=CGRADE,REGION=36K
//STEPLIB DD DSN=UCF.PESTLIB,DISP=SHR
//SYSUDUMP DD SYSOUT=A
//RESULT DD UNIT=TAPE9,DISP=(NEW,KEEP,DELETE),DSN=UCW.RESULT,
// DCB=(RECFM=FB,LRECL=16,BLKSIZE=6400)
//ANSWER DD *
//TESTIN DD *
//ERROR DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
```

INPUT DATA

Input Answer Key - The approved subcategory answer key cards which were input to program 3C following the //CARDS DD * card should be input to this program following the //ANSWER DD * card.

Input Answer Sheets - After the //TESTIN DD * card, insert the subcategory answer sheet images output by the scanning machine.

After running the job

Check the CØND CØDE in the HASP log; it should be 0000.

Control Totals:

INPUT RECORDS should equal
2*(OUTPUT RECORDS + REJECTED RECORDS).
CORE ANSWERS should equal the number of core exams listed by program 3C.
SUBCAT ANSWERS should equal the number of subcategory exams listed by program 3C (28).

Distribution of output-

The error listing goes to Bureau of Pesticide Control, Albany.

Scheduling

This job is run after the program that graded commodity and commercial exams is run and checked out.

JCL Preparation Before Running the Job

Please refer to the attached JCL listing which gives sample JCL.

```
/*LIMITS LINES=12K,IOTIME=20,CPUTIME=10
/*FORMAT A,DSHEAD=NO,FMTHEAD=NO,CLASS=A
/*SETUP UNIT=TAPE9,TEXT='PEST RESULT 1',ID=T02131
/*SETUP UNIT=TAPE9,TEXT='PEST RESULT 2',ID=T02674   } Result Input
/*SETUP UNIT=TAPE9,TEXT='PEST UPDATE5',ID=T03419    Master Input
/*SETUP UNIT=TAPE9,TEXT='PEST MASTER27',ID=(ASSIGN,RING).  Master Output
/* DDNAME=NEWFILE
// EXEC SORTD
//SYSPRINT DD SYSOUT=A
//SORTWK01  DD UNIT=SYSSC,SPACE=(CYL,8,,CONTIG)
//SORTWK02  DD UNIT=SYSSC,SPACE=(CYL,8,,CONTIG)
//SORTWK03  DD UNIT=SYSSC,SPACE=(CYL,8,,CONTIG)
//SORTIN DD UNIT=TAPE9,DISP=(OLD,KEEP,KEEP),DSN=DQF.RESULT,
// VOL=SER=T02131  Result Input
//       DD UNIT=TAPE9,DISP=(OLD,KEEP,KEEP),DSN=DQF.RESULT,
// VOL=SER=T02674  Result Input
//SORTOUT DD UNIT=SYSSC,DSN=&RESULTS,DISP=(,PASS),
// DCB=(RECFM=FB,LRECL=16,BLKSIZE=6400),SPACE=(CYL,(15,1),RLSE)
//SYSIN DD *
 SORT FIELDS=(1,6,CH,A,8,1,CH,D)
/*
// EXEC PGM=RESULTS
//STEPLIB DD UNIT=SYSDA,DSN=DQF.PESTLIB,DISP=SHR
//SYSOUT DD SYSOUT=A
//CACCS DD SYSOUT=A,DCB=(LRECL=133,RECFM=FBA,BLKSIZE=133)
//ACCEPTS DD SYSOUT=A,DCB=(LRECL=133,RECFM=FBA,BLKSIZE=133)
//OLDFILE DD DSN=DQF.PMAST,DISP=(OLD,KEEP,KEEP),UNIT=TAPE9,
// VOL=SER=T03419  Master Input
//NEWFILE DD DISP=(NEW,KEEP,DELETE),DSN=DQF.PMAST,UNIT=TAPE9,
// DCB=(RECFM=VB,LRECL=982,BLKSIZE=3932)
//RESULT DD DSN=&RESULTS,DISP=OLD,UNIT=SYSSC
//ERRLIST DD SYSOUT=A,DCB=(LRECL=133,RECFM=FBA,BLKSIZE=133)
//PARAMCD DD *
05503276070776060776010775070707   Parameter card
//SYSUDUMP DD SYSOUT=A
```

Setup Cards:

At least 3 /*SETUP cards are required: the setup card for the input master tape, the setup card for the output master tape, and one or more setup cards

for the input result tape(s). The master file input setup card is of the form /*SETUP UNIT=TAPE9,TEXT=' ',ID=T09999. The information for the ID and TEXT is taken from the last line of the PEST TAPE LOG. The master file output setup card is of the form /*SETUP UNIT=TAPE9,TEXT=' ',ID=(ASSIGN,RING), DDNAME=NEWFILE. The information for TEXT is of the form 'PEST MASTERn' where n is one number higher than the number in the text of the master file input tape. Be sure to enter this TEXT in the column headed TEXT in the PEST TAPE LOG on the line below the one with the input tape information. The input result setup card(s) is of the form /*SETUP UNIT=TAPE9,TEXT=' ', ID=T09999. The information for the ID and TEXT is taken from the grading program.

Master Input Tape:

On the //OLDFILE DD card the VOL=SER=T09999 must be changed for each run, it should be the same as the ID on the /*SETUP card for the master file.

Result Input Tape:

On the //SORTIN DD card the VOL=SER=T09999 must be changed for each run, it should be the same as the ID on the /*SETUP card for the result tape.

Parameter Card:

The parameter card follows the //PARAMCD DD * card. The cutoff score for commodity exams is contained in columns 1-2. The cutoff score for commercial exams is contained in columns 3-4, and the cutoff score for the core exam is contained in columns 5-6. These scores come from the statistical package program and represent one less than the lowest number of correct answers applicators must have to be considered passing. The run date in the form YYMMDD is contained in columns 7-12. This date should also be entered under DATE CREATED and PARAM DATE on the line for the output tape on the PEST TAPE LOG. The run date minus 30 days is contained in columns 13-18 and is in the form YYMMDD. The run date minus 6 months is contained in columns 19-24 and is in the form YYMMDD. The run date minus 1 year is contained in columns 25-30 and is in the form YYMMDD.

<u>After Running the Job</u>

Check the COND CODE in each step of the HASP log, it should be 0000. Check the HASP log for the number of the new tape assigned. Enter this number under VOL SER in the PEST TAPE LOG on the line you have started for the output tape. Under PROGRAM enter RESULTS on this same line.

Parameter Card Information:

Check this information for correctness in terms of what was coded on the parameter card.

Control Totals:

TAPE RECORDS READ 9(8)
This should equal the RECORD COUNT of the input tape from the PEST TAPE LOG.

TAPE RECORDS OUT 9(8)
This should equal the number of TAPE RECORDS READ. Enter this number under RECORD COUNT on the line for the output tape on the PEST TAPE LOG.

RESULT RECORDS 9(8)
This should equal the RESULT RECORD count from the grading program as well as the record count in the SORT SYSOUT for the SORT step.

TAPE RESULTS WITH RESULTS 9(8)
This is the number of applicators who had results.

TAPE RESULTS WITHOUT RESULTS 9(8)
This is the number of applicators who did not have results. This number plus the number of TAPE RESULTS WITH RESULTS should equal TAPE RECORDS OUT.

TOTAL ERRORS 9(8)
This is the number of errors on the error report.

CORE ERRORS 9(8)
This is the number of applicators with results who did not take the core exam when they should have.

Distribution of Output:

UPDATED RESULTS - COMMODITIES
There will be one copy of this report if commodity exams were processed which is to be sent to N.Y.S. D.E.C., Albany, New York.

UPDATED RESULTS - CATEGORIES
There will be one copy of this report if category exams were processed which is to be sent to N.Y.S. D.E.C., Bureau of Pesticide Control, Albany, N. Y.

ERROR LISTING
There will be one copy of this report if errors were generated during processing which is to be sent to N.Y.S. D.E.C., Bureau of Pesticide Control, Albany, N. Y.

Retention of Data:

Control totals should be saved.

Scheduling

This job is run after the RESULTS program is run and checked out.

JCL Preparation Before Running the Job

Please refer to the attached JCL listing which gives sample JCL.

```
/*LIMITS IOTIME=20,CPUTIME=10,LINES=50K
/*SETUP UNIT=TAPE9,ID=T01905,TEXT='PEST MASTER27'  Input Tape
/*SETUP UNIT=TAPE9,ID=(ASSIGN,RING),TEXT='PEST MASTER28',  Output Tape
// DDNAME=NMAST
/*FORMAT A,CARRIAGE=107,DDNAME=QUICKS,DSHEAD=NO,FMTHEAD=NO,
/* DEST=WRN,DLVR=WRN,FORMS=207,
/* MSG='107-PEST QUICKIE CARRIAGE TAPE; 207-PEST QUICKIE FORMS'
/*FORMAT A,CARRIAGE=108,DDNAME=IDCARDS,DSHEAD=NO,FMTHEAD=NO,
/* DEST=WRN,DLVR=WRN,FORMS=208,
/* MSG='108-PEST IDS CARRIAGE TAPE; 208-PEST ID FORMS'
/*FORMAT A,CARRIAGE=109,DDNAME=CERTIFS,DSHEAD=NO,FMTHEAD=NO,
/* DEST=WRN,DLVR=WRN,FORMS=209,
/* MSG='109-PEST CERTS CARRIAGE TAPE; 209-PEST CERT FORMS'
/*FORMAT A,DSHEAD=NO,FMTHEAD=NO,DDNAME=NEWLIST
// EXEC PGM=CERTS
//STEPLIB DD UNIT=SYSDA,DSN=DQF.PESTLIB,DISP=SHR
//SYSOUT DD SYSOUT=A
//SYSUDUMP DD SYSOUT=A
//CERTIFS DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=83,BLKSIZE=83)
//IDCARDS DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=82,BLKSIZE=82)
//QUICKS DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=83,BLKSIZE=83)
//NEWLIST DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
//MASTER DD DSN=DQF.PMAST,DISP=(OLD,KEEP,KEEP),UNIT=TAPE9,
// VOL=SER=T01905  Input Tape
//NMAST DD DSN=DQF.PMAST,DISP=(NEW,KEEP,DELETE),UNIT=TAPE9,
// DCB=(RECFM=VB,LRECL=982,BLKSIZE=3932)
//PARAMCD DD *
760708225015007510060001000  Parameter Card
```

Setup Cards:

Two /*SETUP cards are required: the setup card for the input tape and the setup card for the output tape. The input setup card is of the form /*SETUP UNIT=TAPE9,ID=T09999,TEXT=' '. The information for the ID and TEXT is taken from the last line of the PEST TAPE LOG. The output setup card is of the form /*SETUP UNIT=TAPE9,ID=(ASSIGN,RING),TEXT=' ',DDNAME=NMAST. The TEXT is of the form 'PEST MASTERn' where n is one number higher than the number in the TEXT of the input tape. Be sure to enter this TEXT in the column headed TEXT in the PEST TAPE LOG on the line below the one with the input tape information.

Input Tape:

On the //MASTER DD * card the VOL=SER=T09999 must be changed for each run; it should be the same as the ID on the /*SETUP card for the input tape.

Parameter Card:

The parameter card follows the //PARAMCD DD * card. The run date in the form YYMMDD is contained in columns 1-6. This date should also be entered under DATE CREATED on the line for the output tape on the PEST TAPE LOG. The fee for private certification is contained in columns 7-10 (no decimal point or dollar sign). The fee for commercial certification is contained in columns 11-14 (no decimal point or dollar sign). The PARAM DATE from the RESULTS Program, is taken from the last line of the PEST TAPE LOG. This date, in the form YYMMDD, is contained in columns 15-20. The last certificate number given out is contained in columns 21-26. This number is taken from the previous running of this program.

After Running the Job

Check the COND CODE in each step of the HASP log; it should be 0000. Check the HASP log for the number of the new tape assigned. Enter this number under VOL SER in the PEST TAPE LOG on the line you have started for the output tape. Under PROGRAM enter CERTS on this same line.

Control Totals:

THE PARAMETER CHECK DATE IS MM/DD/YY
This is the PARAM DATE you put on the parameter card; check it for reasonableness.

THE PARAMETER DATE IS MM/DD/YY
This is the run date you put on the parameter card; check it for reasonableness.

THE PARAMETER FEES ARE 9999 AND 9999
These are the private and commercial certification fees you put on the parameter card; check them for reasonableness.

THE PARAMETER CERT NO IS 9(6)
This is the certificate number you put on the parameter card; check it for reasonableness.

NO OF APPLICATORS INVOLVED 9(8)
This is the number of applicators having certificates, id's, and for quickie notes printed during this run.

NO OF APPLICATORS NOT INVOLVED 9(8)
This is the number of applicators that did not have certificates, id's, and quickie notes printed during this run.

NO OF CERTIFICATES AND ID'S PRINTED 9(8)
This is the number of certificates and id's printed during this run.

NO OF QUICKIES PRINTED 9(8)
This is the number of quickie notes printed during this run.

NUMBER OF PEOPLE ON OLD MASTER FILE 9(8)
This should equal the RECORD COUNT of the input tape from the PEST TAPE LOG.

NUMBER OF PEOPLE ON NEW MASTER FILE 9(8)
This should equal the NUMBER OF PEOPLE ON OLD MASTER FILE. Enter this number under RECORD COUNT on the line for the output tape on the PEST TAPE LOG.

TOTAL MONEY FEES $999.99
This is the total amount of money in certification fees that should be collected from applicators for all certificates and id's.

Distribution of Output:

CERTIFICATES, ID'S, and QUICKIES
All certificates, id's, and quickies should be sent to the Bureau of Pesticide Control, N.Y.S. D.E.C., Albany, N. Y.

CERTIFICATE REPORT
There will be one copy of this report which should be sent to the Bureau of Pesticide Control, Albany, N. Y.

Retention of Data:

Control totals should be saved.

Scheduling

This job is run approximately once a month.

JCL Preparation Before Running the Job

Please refer to the attached JCL listing which gives sample JCL.

```
/*SETUP UNIT=TAPE9,ID=T02280,TEXT='PEST MASTER21'   Input Tape
/*SETUP ID=SCRATCH,UNIT=SYSDA,DDNAME=SORTWK01
/*FORMAT A,DDNAME=HOUSE,DSHEAD=NO,FMTHEAD=NO
// EXEC SORTD
//SYSPRINT DD SYSOUT=A
//SORTWK01 DD UNIT=SYSDA,SPACE=(CYL,50,,CONTIG)
//SORTWK02 DD UNIT=SYSDA,SPACE=(CYL,50,,CONTIG),VOL=REF=*.SORTWK01
//SORTWK03 DD UNIT=SYSDA,SPACE=(CYL,50,,CONTIG),VOL=REF=*.SORTWK01
//SORTIN DD UNIT=TAPE9,DISP=(OLD,KEEP,KEEP),DSN=DQF.PMAST,
// VOL=SER=T02280      Input Tape
//SORTOUT DD UNIT=SYSDA,DSN=&HMAST,DISP=(,PASS),
// DCB=(RECFM=VB,LRECL=982,BLKSIZE=3932),SPACE=(CYL,(62,6),RLSE),
// VOL=REF=*.SORTWK01
//SYSIN DD *
  SORT FIELDS=(5,1,CH,A,13,33,CH,A),FILSZ=E21000
// EXEC PGM=HOUSE
//STEPLIB DD UNIT=SYSDA,DSN=DQF.PESTLIB,DISP=SHR
//SYSOUT DD SYSOUT=A
//SYSUDUMP DD SYSOUT=A
//MASFILE DD DSN=&HMAST,DISP=OLD,UNIT=SYSDA
//HOUSE DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
```

Setup Card:

Two /*SETUP cards are required: the setup card for the input tape and the setup card for the scratch disk. The input setup card is of the form: /*SETUP UNIT=TAPE9,ID=T09999,TEXT=' '. The information for the ID and TEXT is taken from the last line of the PEST TAPE LOG. The setup card for the scratch disk remains the same for each processing run.

Input Tape:

On the //SORTIN DD card the VOL=SER=T09999 must be changed for each run; it should be the same as the ID on the /*SETUP card.

After Running the Job

Check the COND CODE in each step of the HASP log; it should be 0000.

Control Totals:

RECORDS ON FILE: 9(8)
This should equal the RECORD COUNT of the input tape from the PEST TAPE LOG.

RCD IN 9(8), OUT 9(8)
These numbers found on the SORT SYSOUT should equal the number of RECORDS ON FILE.

Distribution of Output:

IN HOUSE REPORT
There will be one copy of this report which is to be sent to the Bureau of Pesticide Control, N.Y.S. D.E.C., Albany, N. Y.

Retention of Data:

Control totals should be saved.

Scheduling

This job is run approximately once a month.

JCL Preparation Before Running the Job

Please refer to the attached JCL listing which gives sample JCL.

```
/*LIMITS CPUTIME=10,IOTIME=20,LINES=100K
/*SETUP UNIT=TAPE9,ID=T02280,TEXT='PEST MASTER21'   Input Tape
/*SETUP TC=SCRATCH,UNIT=SYSDA,DDNAME=SORTWK01
/*FORMAT A,DDNAME=MICRO,DSHEAD=NO,FMTHEAD=NO
// EXEC SORTD
//SYSPRINT DD SYSOUT=A
//SORTWK01 DD UNIT=SYSDA,SPACE=(CYL,50,,CONTIG)
//SORTWK02 DD UNIT=SYSDA,SPACE=(CYL,50,,CONTIG),VOL=REF=*.SORTWK01
//SORTWK03 DD UNIT=SYSDA,SPACE=(CYL,50,,CONTIG),VOL=REF=*.SORTWK01
//SORTIN DD UNIT=TAPE9,DISP=(OLD,KEEP,KEEP),DSN=DQF.PMAST,
// VOL=SER=T02280   Input Tape
//SORTOUT DD UNIT=SYSSC,DSN=&FICHE,DISP=(,PASS),
// DCB=(RECFM=VB,LRECL=982,BLKSIZE=3932),SPACE=(CYL,(62,6),RLSE),
// VOL=REF=*.SORTWK01
//SYSIN DD *
 SORT FIELDS=(149,2,CH,A,13,33,CH,A)   Sort Sequence
/*
// EXEC PGM=MICRO
//STEPLIB DD UNIT=SYSDA,DSN=DQF.PESTLIB,DISP=SHR
//SYSOUT DD SYSOUT=A
//SYSUDUMP DD SYSOUT=A
//MASFILE DD DSN=&FICHE,DISP=OLD,UNIT=SYSDA
//MICRO DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
//PARAM DD *
760709ALPHABETIC   ← Sort Sequence
Parameter date
```

Setup Cards:

Two /*SETUP cards are required: the setup card for the input tape and the setup card for the scratch disk. The input setup card is of the form /*SETUP UNIT=TAPE9,ID=T09999,TEXT=' '. The information for the ID and TEXT is taken from the last line of the PEST TAPE LOG. The setup card for the scratch disk remains the same for each processing run.

Input Tape:

On the //SORTIN DD card the VOL=SER=T09999 must be changed for each run; it should be the same as the ID on the /*SETUP card.

Sort Fields:

The sort sequence of the report is by either ID number or last name within county of residence. If the file is sorted alphabetically, this card

appears as follows: ØSORT FIELDS=(149,2,CH,A,13,33,CH,A). If the file is sorted numerically, this card appears as follows: /SORT FIELDS=(149, 2,CH,A,5,6,CH,A). This card follows the //SYSIN DD * card.

Parameter Card:

The parameter card follows the //PARAM DD * card. The run date in the form YYMMDD is entered in columns 1-6 of the parameter card. If the file is being sorted alphabetically, the word 'ALPHABETIC' is entered in columns 7-16. If the file is being sorted numerically, the word 'ØØNUMERICØ' is entered in columns 7-16.

After Running the Job

Check the COND CODE in each step of the HASP log; it should be 0000.

Control Totals:

PARAMETER DATE IS YYMMDD
This is the parameter date from the parameter card. If this card is missing or this date is invalid, the job will print a message to this effect and will terminate.

THIS MICROFICHE IS A(N) 'ALPHABETIC/NUMERIC' LISTING
Either 'ALPHABETIC' or 'ØØNUMERICØ' should be contained in the quotes. Otherwise, the job will print a message indicating an invalid entry and will terminate.

TOTAL APPLICATORS ON FILE: 9(8)
This should equal the RECORD COUNT of the input tape from the PEST TAPE LOG.

RCD IN 9(8), OUT 9(8)
These numbers found on the SORT SYSOUT should equal the number of TOTAL APPLICATORS ON FILE.

Distribution of Output:

MICROFICHE REPORT - ALPHABETIC/NUMERIC LISTING - COUNTY - 99
There will be one copy of this report which is to be sent to the Bureau of Pesticide Control, N.Y.S. D.E.C., Albany, N. Y.

Retention of Data:

Control totals should be saved.

Scheduling

This job is run when a substantial number of cards are received from the Bureau of Pesticide Control, Albany, N. Y.

JCL Preparation Before Running the Job

Please refer to the attached JCL listing which gives sample JCL.

```
/*LIMITS COPIES=5,JCTIME=10,LINES=10K
/*SETUP UNIT=TAPE9,ID=T05602,TEXT='PEST MASTER26'          Input Tape
/*SETUP UNIT=TAPE9,ID=(ASSIGN,RING),TEXT='PEST UPDATE',    Output Tape
/* DDNAME=NEWFILE
/*FORMAT A,DSHEAD=NO,FMTHEAD=NO,DDNAME=ERRLIST
/*FORMAT A,DSHEAD=NO,FMTHEAD=NO,DDNAME=ACCLIST
// EXEC SORTD
//SYSPRINT DD SYSOUT=A
//SORTWK01 DD UNIT=SYSSC,SPACE=(CYL,8,,CONTIG)
//SORTWK02 DD UNIT=SYSSC,SPACE=(CYL,8,,CONTIG)
//SORTWK03 DD UNIT=SYSSC,SPACE=(CYL,8,,CONTIG)
//SORTIN DD *          <-Input Cards
//SORTOUT DD UNIT=SYSSC,DSN=&CARDS,DISP=(,PASS),
// DCB=(RECFM=FB,LRECL=80,BLKSIZE=6400),SPACE=(CYL,(15,1),RLSE)
//SYSIN DD *
 SORT FIELDS=(3,6,AC,A,9,1,CH,A,10,1,CH,A),FILSZ=E1000
/*
// EXEC PGM=UPDATE
//STEPLIB DD UNIT=SYSDA,DSN=DOE.PESTLIB,DISP=SHR
//SYSOUT DD SYSOUT=A
//SYSUDUMP    DD SYSOUT=A
//ACCLIST     DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
//ERRLIST     DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
//NEWCARD     DD DSN=&CARDS,DISP=OLD,UNIT=SYSSC
//NEWFILE     DD DISP=(NEW,KEEP),DSN=DOE.PMAST,UNIT=TAPE9,
// DCB=(RECFM=VB,LRECL=3982,BLKSIZE=3932)
//OLDFILE     DD DSN=DOE.PMAST,DISP=(OLD,KEEP,KEEP),UNIT=TAPE9,
// VOL=SER=T05602,DCB=(RECFM=VB,LRECL=3982,BLKSIZE=3932)   Input Tape
```

Setup Cards:

Two /*SETUP cards are required: the setup card for the input tape and the setup card for the output tape. The input setup card is of the form /*SETUP UNIT=TAPE9,ID=T09999,TEXT=' '. The information for the ID and TEXT is taken from the last line of the PEST TAPE LOG. The output setup card is of the form /*SETUP UNIT=TAPE9,ID=(ASSIGN,RING),TEXT=' ',DDNAME=NEWFILE. The information for TEXT is of the form: 'PEST MASTERn' where n is one number higher than the number in the TEXT of the input tape. Be sure to enter this TEXT in the column headed TEXT in the PEST TAPE LOG on the line below the one with the input tape information; enter the run date under DATE CREATED.

Input Tape:

On the //OLDFILE DD card the VOL=SER=T09999 must be changed for each run; it should be the same as the ID on the /*SETUP card for the input tape.

Input Data:

The input cards follow the //SORTIN DD * card. If there are clearly more than 1000 input cards, the estimated FILSZ or the SORT FIELDS card must be changed.

After Running the Job

Check the COND CODE in each step of the HASP log; it should be 0000. Check the HASP log for the number of the new tape assigned. Enter this number under VOL SER in the PEST TAPE LOG on the line you have started for the output tape. Under PROGRAM enter UPDATE on this same line.

Control Totals:

TAPE RECORDS READ 9(8)
This should equal the RECORD COUNT of the input tape from the PEST TAPE LOG.

CARDS READ 9(8)
This number should be the same as the record count in the SORT SYSOUT for the SORT step.

CARDS IN ERROR 9(8)
This is the number of cards which did not match up with any records on the master file.

TAPE RECORDS WITHOUT CARDS 9(8)
This is the number of applicators on the Master file who had no processing done during the run.

TAPE RECORDS WITH CARDS 9(8)
This is the number of applicators on the Master file who had processing done during the run. This number plus the number of TAPE RECORDS WITHOUT CARDS should equal TAPE RECORDS read.

TAPE RECORDS DELETED 9(8)
This is the number of applicators deleted from the Master file.

TAPE RECORDS ADDED 9(8)
This is the number of applicators added to the Master file.

TOTAL TAPE RECORDS ON MASTER FILE 9(8)
This should equal TAPE RECORDS READ - TAPE RECORDS DELETED + TAPE RECORDS ADDED. Enter this number under RECORD COUNT on the line for the output tape on the PEST TAPE LOG.

Distribution of Output:

ERROR LISTING FOR UPDATED PESTICIDE APPLICATION CERTIFICATION FILE
If errors are generated during processing, there will be one copy of the report which is to be sent to the Bureau of Pesticide Control, N.Y.S. D.E.C., Albany, N. Y.

ACCEPTED TRANSACTIONS FOR UPDATED PESTICIDE APPLICATION CERTIFICATION FILE
There will be one copy of this report which is to be sent to the Bureau of Pesticide Control, N.Y.S. D.E.C., Albany, N. Y.

Retention of Data:

Input cards should be dated and saved. Control totals should be saved.

Scheduling

This job is run when the training course file must be changed.

JCL Preparation Before Running the Job

Please refer to the attached JCL listing which gives sample JCL.

```
/*LIMITS (PRINTCTL=5,IOTIME=10,LINES=5K
/*SETUP UNIT=TAPE9,ID=T04829,TEXT='PEST TRAIN1'  Input Tape
/*SETUP UNIT=TAPE9,ID=(ASSIGN,RING),TEXT='PEST TRAIN2'  Output Tape
/*FORMAT A,DSPREAD=NO,PRTHEAD=NO,DDNAME=LIST
// EXEC SORTD
//SYSPRINT DD SYSOUT=A
//SORTWK01 DD UNIT=SYSSC,SPACE=(CYL,1,,CONTIG)
//SORTWK02 DD UNIT=SYSSC,SPACE=(CYL,1,,CONTIG)
//SORTWK03 DD UNIT=SYSSC,SPACE=(CYL,1,,CONTIG)
//SORTIN DD *  ← Input cards
//SORTOUT DD UNIT=SYSSC,DSN=&TRAIN,DISP=(,PASS),
// DCB=(RECFM=FBA,LRECL=80,BLKSIZE=6400),SPACE=(CYL,(1,1),RLSE)
//SYSIN DD *
 SORT FIELDS=(1,4,CH,A)
/*
// EXEC PGM=TRAIN
//STEPLIB DD UNIT=SYSLA,DSN=DOF.PESTLIB,DISP=SHR
//SYSOUT DD SYSOUT=A
//SYSUDUMP DD SYSOUT=A
//LIST DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
//COURSES DD DSN=DOF.PTRAIN,DISP=(OLD,KEEP,KEEP),UNIT=TAPE9,
// VOL=SER=T04829,DCB=(RECFM=FB,LRECL=80,BLKSIZE=6400)  Input Tape
//OUTCOR DD DSN=DOF.PTRAIN,DISP=(NEW,KEEP,DELETE),UNIT=TAPE9,
// DCB=(RECFM=FB,LRECL=80,BLKSIZE=6400)
//UPCOR DD DSN=&TRAIN,DISP=OLD,UNIT=SYSSC
```

Setup Cards:

Two /*SETUP cards are required: the setup card for the training input tape and the setup card for the training output tape. The input setup card is of the form /*SETUP UNIT=TAPE9,ID=T09999,TEXT=' '. The information for the ID and TEXT is taken from the tape assigned in the previous run of this job. The output setup card is of the form /*SETUP UNIT=TAPE9, ID=(ASSIGN,RING),TEXT=' '. The TEXT is of the form 'PEST TRAINn' where n is one number higher than the number in the text of the input tape.

Input Tape:

On the //COURSES DD card, the VOL=SER=T09999 must be changed for each run; it should be the same as the ID on the /*SETUP card for the input tape.

Input Data:

The input cards follow the //SORTIN DD * card in the SORT step.

After Running the Job

Check the COND CODE in each step of the HASP log; it should be 0000.

Control Totals:

NO COURSES ON OLD FILE 9(8)
This is the number of courses on the old training file.

NO COURSES ON NEW FILE 9(8)
This is the number of courses on the new training courses. This number should equal the NO COURSES ON OLD FILE - NO DELETE ACTIONS + NO ADD ACTIONS.

NO CARDS IN 9(8)
This number should be the same as the record count in the SORT SYSOUT for the SORT step.

NO ADD ACTIONS 9(8)
This is the number of training courses added to the training file.

NO DELETE ACTIONS 9(8)
This is the number of training courses deleted from the training file.

NO CHANGE ACTIONS 9(8)
This is the number of training courses that were changed (but remained) on the training file.

NO REJECTED ACTIONS 9(8)
This is the number of actions that were rejected for one reason or another.

Distribution of Output:

TRAINING UPDATE
There will be one copy of this report which is to be sent to the Bureau of Pesticide Control, Albany, N. Y.

Retention of Data:

Input cards should be dated and saved. Control totals should be saved.

Update Training Attendance Processing Production Control

Scheduling

This job is run when a substantial number of cards are received from N.Y.S. D.E.C.

JCL Preparation Before Running the Job

Please refer to the attached JCL listing which gives sample JCL.

```
/*LISTIS (ROUTINE=5,TOTAL=10,LINES=10K
/*SETUP UNIT=TAPE9,ID=T05602,TEXT='PEST MASTER26'  Input Tape
/*SETUP UNIT=TAPE9,ID=(ASSIGN,RING),TEXT='PEST MASTER27',  Output Tape
/* DDNAME=OLDFILE
/*SETUP UNIT=TAPE9,ID=T04829,TEXT='PEST TRAIN1'  Training File
/*FORMAT A,'SPREAD=NO,FMTHEAD=NO,CLASS=A
// EXEC SORTD
//SYSPRINT DD SYSOUT=A
//SORTWK01 DD UNIT=SYSSC,SPACE=(CYL,3,,CONTIG)
//SORTWK02 DD UNIT=SYSSC,SPACE=(CYL,3,,CONTIG)
//SORTWK03 DD UNIT=SYSSC,SPACE=(CYL,3,,CONTIG)
//SORTIN DD *  ← Input cards
//SORTOUT DD UNIT=SYSSC,DSN=&CARDS,DISP=(,PASS),
// DCB=(RECFM=FB,LRECL=80,BLKSIZE=6400),SPACE=(CYL,(5,1),RLSE)
//SYSIN DD *
 SORT FIELDS=(9,5,CH,A)
/*
// EXEC PGM=UPCOURSE
//STEPLIB DD UNIT=SYSDA,DSN=DGF.PESTLIB,DISP=SHR
//SYSOUT DD SYSOUT=A
//SYSUDUMP DD SYSOUT=A
//OLDFILE DD DSN=DGF.PMAST,DISP=(OLD,KEEP,KEEP),UNIT=TAPE9,
// VOL=SER=T05602,DCB=(RECFM=VB,LRECL=982,BLKSIZE=3932)  Input Tape
//NEWFILE DD DSN=DGF.PMAST,DISP=(NEW,KEEP,DELETE),UNIT=TAPE9,
// DCB=(RECFM=VB,LRECL=982,BLKSIZE=3932)
//COMFILE DD DSN=DGF.PTRAIN,DISP=(OLD,KEEP,KEEP),UNIT=TAPE9,
// VOL=SER=T04829,DCB=(RECFM=FB,LRECL=80,BLKSIZE=6400)  Training File
//ATTEND DD DSN=&CARDS,DISP=OLD,UNIT=SYSSC
//PARCARD DD *
07/13/76  Parameter card
//LIST1 DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
//LIST2 DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
```

Setup Cards:

Three /*SETUP cards are required: the setup card for the input tape, the setup card for the output tape, and the setup card for the training courses tape. The input setup card is of the form /*SETUP UNIT=TAPE9,ID=T09999, TEXT=' '. The information for the ID and TEXT is taken from the last line of the PEST TAPE LOG. The output setup card is of the form /*SETUP UNIT= TAPE9,ID=(ASSIGN,RING),TEXT=' ',DDNAME=NEWFILE. The information for TEXT is of the form 'PEST MASTERn' where n is one number higher than the number

in the TEXT of the input tape. Be sure to enter this TEXT in the column headed TEXT in the PEST TAPE LOG on the line below the one with the input tape information. The training courses input setup card is of the form /*SETUP UNIT=TAPE9,TEXT=' ',ID=T09999. The information for the ID and TEXT is taken from the tape assigned in the most recent processing of the TRAIN program.

Input Tape:

On the //OLDFILE DD * card the VOL=SER=T09999 must be changed for each run; it should be the same as the ID on the /*SETUP card for the input tape.

Training Courses Input Tape:

On the //CORFILE DD * card the VOL=SER=T09999 must be changed for each run; it should be the same as the ID on the /*SETUP card for the training input tape.

Input Data:

The input cards follow the //SORTIN DD * card in the SORT step.

Parameter Card:

The parameter card follows the //PARCARD DD * card. This card contains the run date in the form MM/DD/YY. Enter this run date under DATE CREATED on the line for the output tape on the PEST TAPE LOG.

After Running the Job

Check the COND CODE in each step of the HASP log; it should be 0000. Check the HASP log for the number of the new tape assigned. Enter this number under VOL SER in the PEST TAPE LOG on the line you have started for the output tape. Under PROGRAM enter UPCOURSE on this same line.

Control Totals:

THE PARAMETER DATE IS MM/DD/YY
This is the parameter date you put on the parameter card; check it for reasonableness.

NO OF APPLICATORS ON OLD FILE 9(8)
This should equal the RECORD COUNT of the input tape from the PEST TAPE LOG.

NO OF APPLICATORS ON NEW FILE 9(8)
This should equal NO OF APPLICATORS ON OLD FILE. Enter this number under RECORD COUNT on the line for the output tape on the PEST TAPE LOG.

NO OF COURSES ON FILE 9(8)
This should equal the course count from the most recent run of the TRAIN program.

NO OF ATTENDANCE CARDS READ 9(8)
This number should be the same as the record count in the SORT SYSOUT for the SORT step.

NO OF APPLICATORS UPDATED 9(8)
This is the number of applicators who had processing done during the run.

NO OF APPLICATORS NOT UPDATED 9(8)
This is the number of applicators who had no processing done during the run. This number plus the NO OF APPLICATORS UPDATED should equal the NO OF APPLICATORS ON NEW FILE.

NO OF CARDS IN ERROR 9(8)
This is the number of input cards containing errors.

NO OF ACCEPTED UPDATE 9(8)
This is the number of accepted input cards. This number plus the NO OF CARDS IN ERROR should equal the NO OF ATTENDANCE CARDS READ.

Distribution of Output:

TRAINING COURSES UPDATE
There will be one copy of this report which is to be sent to NYSDEC, Albany, Bureau of Pesticide Control.

TRAINING COURSES ERROR LISTING
If errors are generated during processing, there will be one copy of this report which is to be sent to NYSDEC, Albany, Bureau of Pesticide Control.

Retention of Data:

Input cards should be dated and saved. Control totals should be saved.

Scheduling

This job is run once a month after the RECERTS program.

JCL Preparation Before Running the Job

Please refer to the attached JCL listing which gives sample JCL.

```
/*LIMITS IOTIME=20,CPUTIME=10,LINES=20K
/*SETUP UNIT=TAPE9,ID=T01905,TEXT='PEST MASTER27'  Input Tape
/*SETUP UNIT=TAPE9,ID=(ASSIGN,RING),TEXT='PEST MASTER28',DDNAME=  Output Tape
/*  DDNAME=NMAST
/*FORMAT A,CARRIAGE=110,DDNAME=NOTES,DSHEAD=NO,FMTHEAD=NO,
/*  PEST=NRM,LLVR=0,LOOPS=210,
/*  MSG='110-PEST NOTE CARRIAGE TAPE; 210-PEST NOTE FORMS'
/*FORMAT A,DSHEAD=NO,FMTHEAD=NO,DDNAME=LIST
// EXEC PGM=NOTES
//STEPLIB DD UNIT=SYSDA,DSN=DOF.PESTLIB,DISP=SHR
//SYSOUT DD SYSOUT=A
//SYSUDUMP DD SYSOUT=A
//NOTES DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=67,BLKSIZE=87)
//LIST DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
//MASTER DD DISP=(OLD,KEEP,KEEP),DSN=DOF.PMAST,UNIT=TAPE9,
// VOL=SER=T01905,DCB=(RECFM=VB,LRECL=982,BLKSIZE=3932)  Input Tape
//NMAST DD DSN=DOF.PMAST,DISP=(NEW,KEEP,DELETE),UNIT=TAPE9,
// DCB=(RECFM=VB,LRECL=982,BLKSIZE=3932)
//PARAM DD *
820682040922501500  Parameter card
```

Setup Cards:

Two /*SETUP cards are required: the setup card for the input tape and the setup card for the output tape. The input setup card is of the form /*SETUP UNIT=TAPE9,ID=T09999,TEXT=' '. The information for the ID and TEXT is taken from the last line of the PEST TAPE LOG. The output setup card is of the form /*SETUP UNIT=TAPE9,ID=(ASSIGN,RING),TEXT=' ',DDNAME= NMAST. The TEXT is of the form 'PEST MASTERn' where n is one number higher than the number in the TEXT of the input tape. Be sure to enter this TEXT in the column headed TEXT in the PEST TAPE LOG in the line below the one with the input tape information.

Input Tape:

On the //MASTER DD * card, the VOL=SER=T09999 must be changed for each run; it should be the same as the ID on the /*SETUP card for the input tape.

Parameter Card:

The parameter card follows the //PARAM DD * card. The run date in the form YYMMDD is contained in columns 5-10. This date should also be entered under DATE CREATED on the line for the output tape on the PEST TAPE LOG. The parameter check date, in the form YYMM, is the run date plus two months. This date is contained in columns 1-4. The fee for private certification is contained in columns 11-14 (no decimal point or dollar sign). The fee for commercial certification is contained in columns 15-18 (no decimal point or dollar sign).

After Running the Job

Check the COND CODE in each step of the HASP log, it should be 0000. Check the HASP log for the number of the new tape assigned. Enter this number under VOL SER in the PEST TAPE LOG on the line you have started for the output tape. Under PROGRAM enter NOTES on this same line.

Parameter Card Information:

EXPIRATION CHECK DATE: MM/YY
This is the first date you put on the parameter card; check it for reasonableness.

CURRENT DATE: MM/DD/YY
This is the second date you put on the parameter card; check it for reasonableness.

PRIVATE FEE: $99.99
This is the fee for private certification that you put on the parameter card; check it for reasonableness.

COMMERCIAL FEE: $99.99
This is the fee for commercial certification that you put on the parameter card, check it for reasonableness.

Control Totals:

NUMBER OF APPLICATORS ON OLD FILE 9(8)
This should equal the RECORD COUNT of the input tape from the PEST TAPE LOG.

NUMBER OF APPLICATORS ON NEW FILE 9(8)
This should equal the NUMBER OF APPLICATORS ON OLD FILE. Enter this number under RECORD COUNT on the line for the output tape on the PEST TAPE LOG.

NUMBER OF APPLICATORS RECERTIFIED OR RENEWED 9(8)
This is the number of applicators receiving notes about recertification or renewal.

NUMBER OF APPLICATORS NOT INVOLVED 9(8)
This is the number of applicators not involved with recertification or renewal. This number plus the NUMBER OF APPLICATORS RECERTIFIED OR RENEWED should equal the NUMBER OF APPLICATORS ON NEW FILE.

NUMBER OF NOTICES PRINTED 9(8)
This is the number of notices concerning recertification and renewal printed by this job.

Distribution of Output:

NOTES
All notices printed in a run should be sent to N.Y.S. D.E.C., Bureau of Pesticide Control, Albany, New York.

NOTICES FOR RECERTIFICATION - RENEWAL

There will be one copy of this report which is to be sent to the Bureau of Pesticide Control, N.Y.S. D.E.C., Albany, N. Y.

Retention of Data:

Control totals should be saved.

Scheduling

This job is run once a month if there are any input cards to process.

JCL Preparation Before Running the Job

```
/*LIMITS CPUTIME=5,TOTIPL=10,LINES=50K
/*SETUP UNIT=TAPE9,ID=T01905,TEXT='PEST MASTER27'  Input Tape
/*SETUP UNIT=TAPE9,ID=(ASSIGN,RING),TEXT='PEST MASTER28',  Output Tape
/* DDNAME=PMAST
/*FORMAT A,DSHEAD=NO,FMTHEAD=NO,DDNAME=ACCLIST
/*FORMAT A,DSHEAD=NO,FMTHEAD=NO,DDNAME=ERRLIST
/*FORMAT A,CARRIAGE=107,DDNAME=QUICKS,DSHEAD=NO,FMTHEAD=NO,
/* DEST=WRI,PLVR=WRI,FORMS=207,
/* MSG='107-PEST QUICKIE CARRIAGE TAPE; 207-PEST QUICKIE FORMS'
/*FORMAT A,CARRIAGE=108,DDNAME=IDCARDS,DSHEAD=NO,FMTHEAD=NO,
/* DEST=WRI,PLVR=WRI,FORMS=208,
/* MSG='108-PEST IDS CARRIAGE TAPE; 208-PEST ID FORMS'
/*FORMAT A,CARRIAGE=109,DDNAME=CERTIFS,DSHEAD=NO,FMTHEAD=NO,
/* DEST=WRI,PLVR=WRI,FORMS=209,
/* MSG='109-PEST CERTS CARRIAGE TAPE; 209-PEST CERT FORMS'
// EXEC SORTC
//SYSPRINT DD SYSOUT=A
//SORTWK01 DD UNIT=SYSSC,SPACE=(CYL,3,,CONTIG)
//SORTWK02 DD UNIT=SYSSC,SPACE=(CYL,3,,CONTIG)
//SORTWK03 DD UNIT=SYSSC,SPACE=(CYL,3,,CONTIG)
//SORTIN DD *  ← Input Cards
//SORTOUT DD UNIT=SYSSC,DSN=&CARDS,DISP=(,PASS),
// DCB=(RECFM=FB,LRECL=80,BLKSIZE=80),SPACE=(CYL,(5,1),RLSE)
//SYSIN DD *
 SORT FIELDS=(80,1,CH,D,13,6,CH,A)
/*
// EXEC PGM=RCCERTS
//STEPLIB DD UNIT=SYSDA,DSN=DGF.PESTLIB,DISP=SHR
//SYSOUT DD SYSOUT=A
//SYSUDUMP DD SYSOUT=A
//MASTER DD DSN=DGF.PMAST,DISP=(OLD,KEEP,KEEP),UNIT=TAPE9,
// VOL=SER=T01905  Input Tape
//PMAST DD DSN=DGF.PMAST,DISP=(NEW,KEEP,DELETE),UNIT=TAPE9,
// DCB=(RECFM=VB,LRECL=882,BLKSIZE=3932)
//ACCLIST DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
//ERRLIST DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=133,BLKSIZE=133)
//CERTS DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=83,BLKSIZE=83)
//IDCARDS DD SYSOUT=A,DCB=(RECFM=FBA,LRECL=82,BLKSIZE=82)
//CARDS DD UNIT=SYSSC,DSN=&CARDS,DISP=OLD
```

Setup Cards:

Two /*SETUP cards are required: the setup card for the input tape and the setup card for the output tape. The input setup card is of the form /*SETUP UNIT=TAPE,ID=T09999,TEXT=' '. The information for the ID and TEXT is taken

from the last line of the PEST TAPE LOG. The output setup card is of the form /*SETUP UNIT=TAPE9,ID=(ASSIGN,RING),TEXT=' ',DDNAME=NMAST. The TEXT is of the form 'PEST MASTERn' where n is one number higher than the number in the TEXT of the input tape. Be sure to enter this TEXT in the column headed TEXT in the PEST TAPE LOG on the line below the one with the input tape information.

Input Tape:

On the //MASTER DD * card, the VOL=SER=T09999 must be changed for each run, it should be the same as the ID on the /*SETUP card for the input tape.

Input Data:

The input cards follow the //SORTIN DD * card in the SORT step. The first input card is a date which should contain the run date in the form YYMMDD in columns 1-6, the last certificate number (9(6)) given out in columns 7-12, and a 'D' in column 80. Enter the run date under the column DATE CREATED in the PEST TAPE LOG on the line below the one with the input tape information.

After Running the Job

Check the COND CODE in each step of the HASP log; it should be 0000. Check the HASP log for the number of the new tape assigned. Enter this number under VOL SER in the PEST TAPE LOG on the line you have started for the output tape. Under PROGRAM enter RECERTS on this same line.

Parameter Card Information:

THE PARAMETER DATE IS MM/DD/YY
This is the parameter date you put on the parameter card; check it for reasonableness.

THE CERTIFICATE NO IS 9(6)
This is the number of the last certificate printed before the running of this job. Check it for reasonableness.

Control Totals:

NUMBER OF RECORDS ON OLD MASTER FILE: 9(8)
This should equal the RECORD COUNT of the input tape from the PEST TAPE LOG.

NUMBER OF RECORDS ON NEW MASTER FILE: 9(8)
This should equal NUMBER OF RECORDS ON OLD MASTER FILE. Enter this number under RECORD COUNT on the line for the output tape on the PEST TAPE LOG.

NUMBER OF CARDS READ IN: 9(8)
This is the number of input cards and should equal one less than the record count in the SORT SYSOUT for the SORT step (one less because the parameter card is not included in this count).

NUMBER OF ACCEPTED APPLICATORS: 9(8)
This is the number of applicators processed in this program.

NUMBER OF APPLICATORS NOT INVOLVED: 9(8)
This is the number of applicators not processed in this running of this job. This number plus the NUMBER OF ACCEPTED APPLICATORS should equal the NUMBER OF RECORDS ON NEW MASTER FILE.

NUMBER OF CERTIFICATES PRINTED: 9(8)
This is the number of certificates printed in this running of this job.

NUMBER OF ID CARDS PRINTED: 9(8)
This is the number of ID cards printed in this running of this job.

Distribution of Output:

Certificates and ID Cards
All certificates and ID Cards should be sent to the Bureau of Pesticide Control.

ACCEPTED APPLICATIONS FOR RECERTIFICATION OR RENEWAL
There will be one copy of this report which should be sent to the Bureau of Pesticide Control.

RECERTIFICATION/RENEWAL ERROR LISTING
If there are errors generated during processing, there will be one copy of this report which is to be sent to the Bureau of Pesticide Control.

Retention of Data:

Input cards should be dated and saved. Control totals should be saved.

Accepted Applications

New Applicants

This report is in ID number order. Lines will be printed for all applicants whose applications were accepted. Two lines are printed for each accepted application. The following data items are printed:

COLUMN HEADING	Data
First Line of Data	
ID NUMBER	C or P followed by region number followed by '_' followed by the ID number
LAST NAME	Applicant's last name
FIRST NAME	Applicant's first name
ADDRESS	Both lines of the applicant's street address
Second Line of Data	
TELEPHONE	Applicant's telephone number
CO-X	County of exam
CO-R	County of residence
BUS-NO	For applicators who are employees of a registered pesticide business, the business registration number
CITY	Applicant's city
STATE	Applicant's state (two letters)
ZIP CODE	Applicant's zip code

ERRORS IN APPLICATION PROCESSING

REPORT TITLED APPLICATION ERROR LISTING FOR REGION 9

This report contains a line for each error encountered in processing applications. Some of these errors are warnings only; others cause the application to be rejected. No answer sheets will be printed for applicators whose application is rejected and they will not be able to take the exam as scheduled.

Several error messages may appear for an application; if any of the error messages for an application indicates rejection, the application will be rejected.

The rejection list will be sequenced by ID or serial number within region. If it is not possible to determine the region, the error message will be printed under region (blank).

The data items printed on the rejection list include:

COLUMN HEADING	Data Item
C/P	ID prefix (C or P)
ID NO	ID Number
'CARD'	Card Code - the number of the card printed in next column
'REST OF FIRST CARD OR CARD IN ERROR'	First card of application data (including the name) or, for sequencing errors, the card in error
'ERROR MESSAGE'	A description of the mistake on the application form
'ACTION'	An indication of whether or not the application was rejected, 'REJECT' indicates the application was rejected.

Explanation of Error Messages:

INVALID OR OUT OF ORDER ID NO.

This message indicates that the permanent ID number on the application form is not correct. This error will cause the application to be rejected.

INELIGIBLE FOR CORE EXAM ON 999999

The applicant has reapplied to take the exam after failing without waiting the amount of time prescribed by the regulations. This error will cause the application to be rejected.

INVALID COUNTY OF RESIDENCE 99

The county of residence indicated on the application form is not a valid county code. This error will not cause the Application to be rejected.

NO PERMANENT ID WITH PREV-APPL

The Applicator has indicated that he applied previously but he did not give a permanent ID NO when applying. This error will cause the application to be rejected.

INVALID COUNTY OF EXAM

The county code which the applicator filled in on his application form as the county in which he wishes to be tested is not a valid county code. This error will cause the application to be rejected.

INVALID EXAM DATE

The exam date filled in by the applicator is not a valid date. This error will cause the application to be rejected.

EXAM DATE IN PAST

This message will be printed for applicators who are re-applying to be examined and whose re-application has been accepted but whose exam date is prior to the processing date. This message will not cause the application to be rejected but no answer sheet will be printed for the applicant.

EXAM DATE IN PAST NED ID=X9-999999

This message will be printed for new applicants who have not previously applied and whose application has been accepted but whose exam date is prior to the processing date. This message will not cause the application to be rejected but no answer sheet will be printed for the applicant.

APPLICANT INELIGIBLE FOR COMMODITY (number)

The applicant has applied to take a commodity exam which he has previously failed without waiting the amount of time specified in the regulations, or the applicant has already passed. This error will not cause the application to be rejected.

INELIGIBLE FOR ALL COMMODITIES

This message will occur with the preceeding message when the applicant is ineligible for all the commodities for which he has applied. This error will cause the application to be rejected.

NO COMMODITY SPECIFIED

This message indicates that the applicant didn't check any of the commodity exams. This error will cause the application to be rejected.

The following error messages apply to New Applicants:

NO TELEPHONE SPECIFIED

The applicator did not indicate his telephone number. This error will not cause the application to be rejected.

NO LAST NAME SPECIFIED

The applicator did not fill in his last name. This error will cause the application to be rejected.

NO ADDRESS SPECIFIED

The Applicator did not fill in his street address. This error will not cause the application to be rejected.

NO CITY SPECIFIED

The Applicator did not fill in his city. This error will not cause the application to be rejected.

NO STATE SPECIFIED

The applicator did not fill in his state. This error will not cause the application to be rejected.

INVALID ZIP CODE

The zip code was either not filled in at all or was not numeric. This error will not cause the application to be rejected.

The following sequencing errors may occur when duplicate ID numbers or serial numbers are used or when an extra card is inserted or when a card is omitted. All these errors will cause the card to be rejected. The card printed with this message is the card which is out of sequence. If the cards for an application are rejected, the application is rejected. These errors will be listed under region (blank):

MISSING CARD 1
CARD 2 OUT OF SEQUENCE
MISSING CARD 2
CARD 1 OUT OF SEQUENCE
MISSING CARD 3
OUT OF SEQUENCE

The following error messages apply to Commercial Applicators:

INELIBIBLE FOR GENERAL EXAM ON MMDDYY

The applicant is not a private Applicator and has reapplied to take the exam after failing without waiting the amount of time prescribed by the regulations. This error will cause the application to be rejected.

APPLICANT INELIGIBLE FOR CATEGORY 99

The applicant has applied to take a category exam which he has previously failed without waiting the amount of time specified in the regulations. This error will not cause the application to be rejected.

INELIGIBLE FOR ALL EXAMS

This message will appear with the preceeding message or with the message 'APPLICANT INELIGIBLE FOR COMMODITY' (number) when the applicant is ineligible for all the exams for which he has applied. This error will cause the application to be rejected. (Note it is possible for a Commercial Applicator to apply for a private commodity exam to receive certification in an area not covered by his commercial certification.)

NO EXAM SPECIFIED

This message indicates that the applicator did not check any of the exams. This error will cause the application to be rejected.

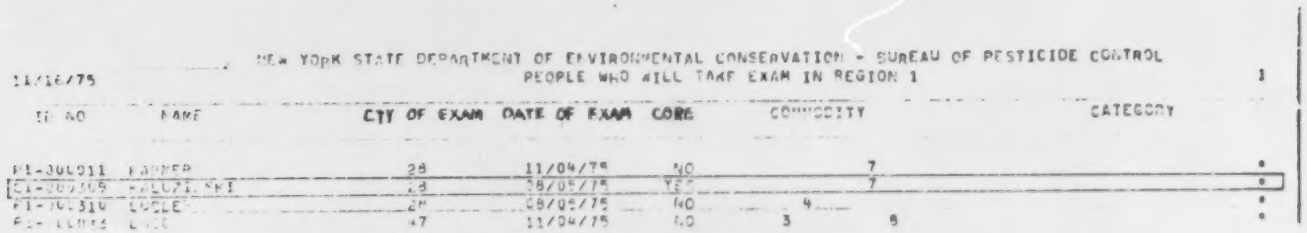
NO CATEGORY SPECIFIED

This message indicates that the applicator is not a private applicator and that he did not check any of the category exams. This error will cause the application to be rejected.

Documentation for Print-out Program #2

(Answer Sheets)

The report that is printed from this program lists applicants who have recently applied to take certification examinations. The following is an example of the report with appropriate explanations.



11/16/75 — New York State Department of Environmental Conservation - Bureau of Pesticide Control — 1

People who will take exam in region 1

ID NO	NAME	CTY OF EXAM	DATE OF EXAM	CORE	COMMODITY		CATEGORY	
P1-300911	FARMER	28	11/04/75	40		7		*
C1-300309	FALCONI	28	08/05/75	YES		7		*
P1-301310	DOCILE	28	08/05/75	40	4			*
P1-[illegible]	[illegible]	47	11/04/75	40	3	9		*

The information on the report is explained as it appears by line on the report.

1) Line 1
   Header - "New York State Department of Environmental Conservation - Bureau of Pesticide Control"

2) Line 2
   A) Application date - 11/16/75
   B) Heading - "People who will take exam in region 1"
   C) Page number - 1

3) Line 3
   Headings-
   1) ID NO
   2) NAME
   3) CTY OF EXAM
   4) DATE OF EXAM
   5) CORE
   6) COMMODITY
   7) CATEGORY

4) Line 4,5,6.....
   Information on applicants-
   1) ID NO
      Applicant's ID -
      a) C or P prefix
      b) Home region number
      c) Six digit sequence number

2) NAME
   Applicant's last name
3) CTY OF EXAM
   County number of the county in which the applicant will take all exams at this time
4) DATE OF EXAM
   Date the applicant will take all exams indicated on this report
5) CORE
   Yes - the applicant has not previously passed the core exam and needs to take it in order to take the indicated commodity or commercial exams
   No - applicant has previously passed the core exam and does not need to take it
6) COMMODITY
   Commodity exams for which the applicant applied
7) CATEGORY
   Category exams for which the applicant applied
8) '*'
   If the '*' is present, exams previously listed were not printed as the date of exam was in the past and the applicant already took the exam on a blank answer sheet.
   If the '*' is absent, the exams previously listed were printed at the time of this production run.

An example taken from the sample report on page 1 is explained. The example is "Kaluzinski" whose information is circled on the sample:

Kaluzinski has an ID number of C1-000309. He has applied for an exam for commodity # 7. He has a date of exam of 08/05/75 which is in the past at the time of this processing (11/16/75). Therefore, an '*' appears at the rightmost edge of the printline and an exam sheet was not printed as it is assumed he already took the exam on a blank exam sheet. He had not previously passed the core exam and should have taken the core exam as well as the commodity exam on 08/05/75. He took the exam in county #28.

The above information reported for Kaluzinski serves only as an example and should not be used as actual data for this applicant.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION.
PESTICIDE CERTIFICATION EXAMINATION, ANSWER SHEET.

EXAM LOCATION:
DEC REGION NUMBER 7 COUNTY 50 11/01/75

IDENTIFICATION NUMBER
P7-000712

APPLICANT'S NAME: PAUL R TROTTER

APPLICANT'S ADDRESS 530 SPENCER RD

CITY, COUNTY, STATE, ZIP: ITHACA
50 NY 14850

COMMODITY: VEGETABLE INCLUDING POTATOES

PRIVATE ● COMMERCIAL C

0	●	1	2	3	4	5	6	7	8	9
0	●	1	2	3	4	5	6	7	8	9
0	●	1	2	3	4	5	6	7	8	9
7	0	1	2	3	4	5	6	●	8	9
1	0	●	2	3	4	5	6	7	8	9
2	0	1	●	3	4	5	6	7	8	9

USE A NUMBER 2 PENCIL ONLY. MAKE DARK PENCIL MARKS. MARKS MUST FILL THE SPACES COMPLETELY. DO NOT WRITE OR MAKE ANY UNNECESSARY MARKS ANYWHERE ON THIS PAPER. COMPLETELY ERASE UNWANTED MARKS.

SAMPLE QUESTION: a b c ● e f

COMMODITY: 1 2 3 4 5 6 7 8 9

BE SURE YOU MARKED YOUR COMMODITY AS INSTRUCTED IN YOUR EXAM BOOKLET.

I. FIRST CROP a b c d e f g h i j k l m n o

FIRST PEST: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36

BE SURE YOU MARKED YOUR CROP AND PEST CHOICES ABOVE.

FIRST PART OF COMMODITY EXAM;

1. a b c d e f 2. a b c d e f 3. a b c d e f 4. a b c d e f 5. a b c d e f

II. SECOND CROP: a b c d e f g h i j k l m n o

SECOND PEST: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36

BE SURE YOU MARKED YOUR CROP AND PEST CHOICES ABOVE.

SECOND PART OF COMMODITY EXAM.

6. a b c d e f 7. a b c d e f 8. a b c d e f 9. a b c d e f 10. a b c d e f

III. CORE NUMBER: 1 2 3 4 5 6 7 8 9 10 BE SURE YOU MARKED YOUR CORE NUMBER AS INSTRUCTED.

11. a b c d e	12. a b c d e	13. a b c d e	14. a b c d e	15. a b c d e
16. a b c d e	17. a b c d e	18. a b c d e	19. a b c d e	20. a b c d e
21. a b c d e	22. a b c d e	23. a b c d e	24. a b c d e	25. a b c d e
26. a b c d e	27. a b c d e	28. a b c d e	29. a b c d e	30. a b c d e
31. a b c d e	32. a b c d e	33. a b c d e	34. a b c d e	35. a b c d e
36. a b c d e	37. a b c d e	38. a b c d e	39. a b c d e	40. a b c d e
41. a b c d e	42. a b c d e	43. a b c d e	44. a b c d e	45. a b c d e
46. a b c d e	47. a b c d e	48. a b c d e	49. a b c d e	50. a b c d e

44-14-1 (9/75) PS 7988 CBF (8932) 81 COOLEY BUSINESS FORMS, INC.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION.
PESTICIDE CERTIFICATION EXAMINATION, ANSWER SHEET.

EXAM LOCATION:

DEC REGION NUMBER COUNTY

IDENTIFICATION NUMBER

APPLICANT'S NAME:

PRIVATE [P] COMMERCIAL [C]

APPLICANT'S ADDRESS

CITY, COUNTY, STATE, ZIP:

SUBCATEGORY:

USE A NUMBER 2 PENCIL ONLY. MAKE DARK PENCIL MARKS. MARKS MUST FILL THE SPACES COMPLETELY. DO NOT WRITE OR MAKE ANY UNNECESSARY MARKS ANYWHERE ON THIS PAPER. COMPLETELY ERASE UNWANTED MARKS.

SAMPLE QUESTION: a b c ● e

III. CORE NUMBER: 1 2 3 4 5 6 7 8 9 10 BE SURE YOU MARKED YOUR CORE NUMBER AS INSTRUCTED.

1. a b c d e 2. a b c d e 3. a b c d e 4. a b c d e 5. a b c d e
6. a b c d e 7. a b c d e 8. a b c d e 9. a b c d e 10. a b c d e
11. a b c d e 12. a b c d e 13. a b c d e 14. a b c d e 15. a b c d e
16. a b c d e 17. a b c d e 18. a b c d e 19. a b c d e 20. a b c d e
21. a b c d e 22. a b c d e 23. a b c d e 24. a b c d e 25. a b c d e
26. a b c d e 27. a b c d e 28. a b c d e 29. a b c d e 30. a b c d e
31. a b c d e 32. a b c d e 33. a b c d e 34. a b c d e 35. a b c d e
36. a b c d e 37. a b c d e 38. a b c d e 39. a b c d e 40. a b c d e
41. a b c d e 42. a b c d e 43. a b c d e 44. a b c d e 45. a b c d e
46. a b c d e 47. a b c d e 48. a b c d e 49. a b c d e 50. a b c d e

IV. SUBCATEGORY: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

Be sure you marked your subcategory as instructed.

51. a b c d e 52. a b c d e 53. a b c d e 54. a b c d e 55. a b c d e
56. a b c d e 57. a b c d e 58. a b c d e 59. a b c d e 60. a b c d e
61. a b c d e 62. a b c d e 63. a b c d e 64. a b c d e 65. a b c d e
66. a b c d e 67. a b c d e 68. a b c d e 69. a b c d e 70. a b c d e
71. a b c d e 72. a b c d e 73. a b c d e 74. a b c d e 75. a b c d e
76. a b c d e 77. a b c d e 78. a b c d e 79. a b c d e 80. a b c d e
81. a b c d e 82. a b c d e 83. a b c d e 84. a b c d e 85. a b c d e
86. a b c d e 87. a b c d e 88. a b c d e 89. a b c d e 90. a b c d e
91. a b c d e 92. a b c d e 93. a b c d e 94. a b c d e 95. a b c d e
96. a b c d e 97. a b c d e 98. a b c d e 99. a b c d e 100. a b c d e

OPTICAL SCANNING CORPORATION

Documentation for Subcategory Answer Key
Output of Program 3C

The Subcategory Answer Key Report lists all answers for the subcategory and core exams.

The report is in two (2) parts: the subcategory part and the core part.

A sample of the subcategory part is attached (attachment 1) and explained below.

The information on the report is explained as it appears by line on the report.

1) Line 1
   Header - Pesticide Certification Category Answer Key

2) Lines 2 and 3
   Column Headers
   a) CATEGORY EXAM
   b) 1,2,...,50 these numbers correspond to the fifty (50) questions on the subcategory exams

3) Lines 4-32
   Information on answers
   a) Subcategory Exam number - one of twenty-eight subcategory numbers, as found on the application form. The answers for the exam with this number follow on the same line.
   b) Under each number 1-50 the correct answer for the corresponding question on the subcategory exam.

A sample of the core part of the report is attached (attachment 2) and is explained by line below.

1) Line 1
   Header - Pesticide Certification Core Answer Key

2) Lines 2 and 3
   Column headings:
   a) CORE NUMBER
   b) 1,2,...,40

3) Lines 4-13
   Information on Core Answers
   a) Under CORE NUMBER: the number of the core exam whose answers appear on the same line.
   b) Under each number 1-40, the correct answer for the corresponding question on the core exam.

The answers shown on the attached category and core listings serve only as an example and should not be taken as correct data for these exams.

ATTACHMENT 1

PESTICIDE CERTIFICATION CATEGORY ANSWER KEY

CATEGORY EXAM	1 2 3 4 5 6 7 8 9 10	11 12 13 14 15 16 17 18 19 20	21 22 23 24 25 26 27 28 29 30	31 32 33 34 35 36 37 38 39 40	41 42 43 44 45 46 47 48 49 50
1A	1 2 3 4 1 2 3 4 1 2	3 4 1 2 3 4 1 2 3 4	1 2 3 4 1 2 3 4 1 2	3 4 1 2 3 4 1 2 3 4	1 2 3 4 1 2 3 4 1 2
1B	3 4 1 2 3 4 1 2 3 4	1 2 3 4 1 2 3 4 1 2	3 4 1 2 3 4 1 2 3 4	1 2 3 4 1 2 3 4 1 2	3 4 1 2 3 4 1 2 3 4
2	2 3 4 1 2 3 4 1 2 3	4 1 2 3 4 1 2 3 4 1	2 3 4 1 2 3 4 1 2 3	4 1 2 3 4 1 3 4 1 3	2 4 1 2 3 4 1 2 3 4
3A	4 3 2 1 4 2 3 2 1 4	3 2 1 4 3 2 1 4 3 2	1 4 3 2 1 4 2 3 2 1	4 3 2 1 4 3 2 1 4 2	3 1 4 2 3 1 3 2 4 1
3B	4 3 2 1 4 3 2 1 3 2	4 3 1 2 3 4 2 3 1 2	3 4 2 3 1 2 3 4 2 3	1 2 4 3 2 1 2 3 4 2	3 2 4 2 3 1 2
3C	4 3 2 1 3 2 4 2 3 1	2 3 4 2 3 2 1 2 3 4	2 3 2 1 2 3 2 4 2 3	2 1 2 3 4 2 3 2 1 2	3 2 4 2 3 2 1 2 3 2
3D	4 3 2 1 2 3 2 4 2 3	2 1 2 3 4 2 3 2 1 2	3 2 4 2 3 2 1 2 3 2	1 2 3 4 2 3 2 1 2 3	4 2 3 2 1 2 3 4 2 3
4	4 1 2 3 2 1 4 2 3 2	1 4 2 3 2 1 4 2 3 1	2 4 3 2 1 4 2 3 1 4	2 3 1 2 3 4 2 1 3 4	2 3 1 2 3 2 4 2 3 1
5A	5 3 2 1 4 5 3 2 1 4	5 3 2 1 4 5 3 2 1 2	3 2 4 5 1 2 3 5 4 2	1 3 2 4 5 3 2 1 5 4	3 2 1 5 3 2 4 2 3 1
5B	5 4 3 2 1 5 4 2 3 1	2 4 5 3 2 1 4 5 3 2	1 5 4 2 3 2 1 5 4 3	2 1 5 4 3 2 1 5 4 3	2 1 5 3 2 1 5 3 2 4
5C	3 2 5 4 2 3 2 1 4 5	2 3 1 2 4 5 3 1 2 3	4 5 2 1 3 5 4 2 3 2	1 5 3 2 4 1 2 3 5 4	2 3 2 5 3 2 4 5 3 2
6A	5 3 2 4 5 2 1 3 2 4	5 2 1 3 2 4 5 2 3 1	2 5 4 3 2 5 1 2 3 4	2 3 5 4 2 2 4 5 3 2	1 2 2 3 5 4 5 2 4 4
6B	1 3 2 1 3 2 4 5 5 2	1 2 3 4 4 5 2 1 1 4	5 2 3 1 2 2 2 4 5 2	2 1 1 2 2 2 3 5 4 2	1 1 2 2 2 5 2 3 3 5
6C	1 4 1 4 1 4 2 4 2 4	2 4 3 4 5 4 3 2 4 5	4 5 2 4 2 3 4 2 1 2	3 2 4 2 1 2 3 2 1 2	3 2 4 2 3 2 1 2 3 2
7A	5 4 2 3 2 1 2 3 2 4	2 3 2 1 2 3 2 1 2 3	2 1 2 3 2 1 3 2 4 2	3 2 1 3 2 4 2 3 1 2	3 2 1 2 4 2 3 1 2 3
7B	3 2 1 2 3 3 2 4 2 3	2 1 5 3 5 4 2 3 2 1	2 3 2 4 2 3 2 1 2 3	2 4 2 3 2 1 2 3 2 4	2 3 2 1 2 3 2 4 2 3
7C	1 2 3 2 4 2 3 2 1 2	3 2 4 2 3 5 3 2 4 2	4 2 3 2 1 2 3 4 2 5	2 3 2 4 1 2 2 4 2 3	1 2 4 3 2 1 2 3 2 4
7D	4 2 3 2 4 2 3 2 1 2	3 5 3 2 1 2 3 4 2 3	2 1 2 3 4 2 3 2 1 2	3 4 2 3 2 1 2 3 4 2	3 1 2 3 2 4 2 3 5 2
7E	1 2 3 2 4 2 3 2 5 2	3 2 4 2 3 1 3 2 5 2	3 4 2 3 1 3 2 5 2 3	4 2 1 3 2 4 1 2 1 2	4 5 4 1 2 3 2 4 5 1
7F	1 2 3 4 2 3 5 2 3 4	2 3 4 2 3 5 2 3 4 2	3 1 2 3 4 2 3 5 2 3	4 2 3 5 2 3 1 2 3 4	2 3 4 2 3 5 3
7G	3 2 1 3 2 1 3 2 1 3	2 4 2 3 2 4 3 2 3 5	2 3 2 5 2 3 2 4 2 1	2 1 2 1 4 5 4 5 4 2	3 2 3 2 1 2 1 2 4 5
7H	3 3 2 2 1 1 4 4 2 2	3 3 1 1 2 2 3 3 4 4	2 2 3 3 2 2 1 1 2 2	3 3 2 2 1 1 2 2 3 3	2 2 4 4 2 2 3 3 2 2
7I	2 3 2 3 4 5 4 5 4 5	1 2 1 2 2 3 2 3 4 5	4 5 1 2 2 3 3 2 2 3	1 2 1 2 2 4 5 4 5 2	3 2 3 1 2 2 4 5 2 3
7J	2 4 2 4 2 5 3 5 3 4	2 4 2 5 3 5 5 3 4 2	4 2 1 2 1 2 4 2 5 2	2 3 4 3 1 2 1 2 4 3	4 5 4 5 4 5 1 2 1 2
8	2 3 5 3 4 2 4 2 3 4	3 2 3 2 4 5 4 2 3 2	4 2 3 2 4 5 4 5 1 2	1 2 4 5 4 2 3 2 4 2	4 2 1 2 1 2 3 2 3 2
9	4 5 3 5 4 2 1 3 2 4	5 3 2 1 2 3 4 5 1 2	3 2 1 2 3 2 4 5 3 2	1 2 3 4 5 1 2 3 4 5	1 2 3 4 5 1 2 3 4 5
10	1 2 3 2 1 5 4 5 4 5	1 2 3 2 1 2 3 2 4 5	1 2 3 4 5 4 2 3 2 1	2 3 2 4 5 1 2 3 2 4	5 1 2 3 4 5 1 2 3 4
11	5 2 3 2 1 1 1 2 2 2	4 4 4 5 5 1 2 3 3 3	4 5 2 1 3 2 4 5 1 2	3 3 3 4 4 4 2 2 2 5	1 2 3 4 4 4 4 5 2 1

ATTACHMENT 2

PESTICIDE CERTIFICATION CORE ANSWER KEY

CORE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
1	3	2	2	1	1	2	1	1	1	2	1	2	2	1	2	1	2	1	2	1	3	3	1	2	2	2	2	1	2	1	1	2	1	3	2	1	3	2	2	2
2	2	1	2	1	3	2	1	1	1	2	2	2	1	2	1	1	1	2	2	1	3	3	1	2	1	2	1	2	2	2	1	2	3	1	2	1	2	2	2	3
3	2	1	1	2	2	3	1	1	1	1	2	1	2	1	2	2	1	2	2	2	2	3	1	2	3	1	2	1	1	2	1	2	2	2	2	1	3	3	1	2
4	2	3	1	2	1	2	1	1	1	1	2	2	2	1	1	2	2	1	1	2	3	3	2	1	2	2	1	2	1	2	2	1	3	1	1	2	2	3	2	2
5	2	2	3	1	2	1	1	1	1	1	2	2	1	2	2	1	2	1	2	3	3	3	1	1	2	3	2	1	2	3	1	1	1	1	2	2	3	1	2	1
6	3	1	2	2	2	1	1	1	1	2	2	2	1	2	1	2	1	1	1	3	1	3	1	3	1	1	2	1	1	3	1	1	2	1	1	1	3	2	2	1
7	2	1	1	2	2	3	1	1	1	2	2	1	1	2	1	1	2	2	1	1	2	3	1	2	2	1	2	3	1	2	3	1	3	1	2	3	1	3	1	3
8	2	3	2	1	1	2	1	1	1	2	2	1	2	2	1	2	1	1	1	2	3	2	1	3	1	1	2	1	1	1	1	3	3	2	1	2	3	2	1	2

Documentation for Answer Key Report

Output of Commodity Answer Key Update Program

The Answer Key Report lists all the answers for the commodity and core exams. The Report is in two parts: the commodity part and the core part.

A sample of the commodity part is given and explained below.

03/30/78 PESTICIDE CERTIFICATION ANSWER KEY PAGE 2

COMMODITY NUMBER	CROP NUMBER	PEST NUMBER	ANSWERS QUES 1	QUES 2	QUES 3	QUES 4	QUES 5	ACTION CODE
2	02	06	3	1	1	4 5 6	2	
2	02	08	1	1 2	1 3	4 5 6	2	
2	02	15	3	2 3	2 3	2	5	
2	02	16	3	2 3	2 3	2	5	

The information on the Report is explained as it appears by line on the report.

1) Line 1

Header - Pesticide Certification Answer Key

2) - 3) Lines 2 and 3

Headings:

a) COMMODITY NUMBER

b) CROP NUMBER

c) PEST NUMBER

d) QUES1 - first question in either half of commodity exam

e) QUES2 - second question in either half of commodity exam

f) ANSWERS QUES3 - third question in either half of commodity exam

g) QUES4 - fourth question in either half of commodity exam

h) QUES5 - fifth question in either half of commodity exam

i) ACTION CODE - action taken for this set of answers on this update run

4) Lines 4 -54

Information on answers

a) Commodity number - a number from 1 to 8

b) Crop number - number corresponding to sequence number of crop on list on the commodity exam whose number appears in column 1

c) Pest number - number corresponding to the sequence number of pest on list on the commodity exam whose number appears in column 1

d) Answer(s) to Question 1 - the correct answer or answers to the first question in either part of commodity exam; there may be up to three correct answers

e) Answer(s) to Question 2 - the correct answer or answers to the second question on either part of the commodity exam; there may be up to three correct answers

f) Answer(s) to Question 3 - the correct answer or answers to the third question in either part of the commodity exam; there may be up to three correct answers.

g) Answer(s) to Question 4 - the correct answer or answers to the fourth question in either part of the commodity exam; there may be up to three correct answers

h) Answer(s) to Question 5 - the correct answer or answers to the fifth question in either part of the commodity exam; there may be up to three correct answers.

i) Action Code: 'A' - indicates the answers for this commodity, crop and pest combination were added on this update run

'C' - indicates the answers for this commodity, crop and pest combination were changed on this update run.

'R' - indicates a transaction to add or change the answers for this commodity crop and pest combination on this update run was rejected.

'Ø' - indicates that the answers for this commodity, crop, and pest combination are the same as existed on the Answer Key before this update

A sample of the core part of the report is given and explained below.

03/16/7x PESTICIDE CERTIFICATION ANSWER KEY PAGE 9

CODE		ANSWERS																										ACTION
CROP	PEST	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	34	35	36	37	38	39	40	CODE
1	3	2	2	1	1	2	1	1	1	2	1	2	2	1	2	1	2	1	2	1	3	3	1	2	2	2	2		3	2	1	3	2	2	2	
6	2	1	2	1	3	2	1	1	1	2	2	2	1	2	1	1	1	2	2	1	3	3	1	2	1	2	1		1	2	1	2	2	2	3	
3	2	1	1	2	2	3	1	1	1	1	2	1	2	1	2	2	1	2	2	2	2	3	1	2	3	1	2		2	2	1	3	3	1	2	
4	2	3	1	2	1	2	1	1	1	1	2	2	2	1	1	2	2	1	1	2	3	3	2	1	2	2	1		1	1	2	2	3	2	2	
5	2	2	3	1	2	1	1	1	1	1	2	2	1	2	2	1	2	1	2	3	3	3	1	1	2	3	2		1	2	2	3	1	2	1	
9	3	1	2	2	2	1	1	1	1	2	2	2	1	2	1	2	1	1	1	3	1	3	1	3	1	1	2		1	1	1	3	2	2	1	
7	2	1	1	2	2	3	1	1	1	2	2	1	1	2	1	1	2	2	1	1	2	3	1	2	2	1	2		1	2	3	1	3	1	3	
8	2	3	2	1	1	2	1	1	1	2	2	1	2	2	1	2	1	1	1	2	3	2	1	3	1	1	2		2	1	2	3	2	1	2	
9	1	2	1	2	3	2	1	1	1	1	1	2	2	2	1	2	2	1	2	1	1	2	1	2	1	2	3		2	1	1	1	3	1	1	

The information on the report is explained as it appears line by line on the following page.

1) Line 1

Heading - Pesticide Certification Answer Key

2) Lines 2 and 3

Headings:

a) CORE NUMBER

b) ANSWERS: 1 2 40

c) ACTION CODE

3) Lines 4 - 13

Information on Core Answers

a) Under CORE NUMBER: the number of the core exam whose answers follow on the same line.

b) Under each number 1-40 the correct answer for the corresponding question on the core exam.

c) Under ACTION CODE: 'A' - indicates the answers for this core exam were added on this update to the answer key file.

'C' - indicates the answers for this core exam were changed on this update to the answer key file

'R' - indicates an update transaction was rejected

'Ø' - indicates no update for this core exams answers

Errors in Exam Grading

Report Entitled 'Errors on Exams'

This report contains a line for each error encountered in grading exams. The report is sequenced in the order in which the answer sheets were scanned.

The data items printed on the error list include:

COLUMN HEADING	DATA ITEM
ID NUMBER	applicator's ID number
ERROR MESSAGE	message describing error encountered

Explanation of Error Messages:

RECORD REJECTED BY OPSCAN

For each record rejected by the scanning machine for missing data, a message of this type will appear. This message may also appear some additional times. Rejected records (answer sheets) are not graded.

MISSING OR INVALID COMMODITY

None of the commodity grids numbered 1 through 8 was marked. The exam was not graded. To correct, find the answer sheet; mark the correct commodity and resubmit.

MISSING CROP 1

For commodities 1 through 5, a valid FIRST CROP should be marked. On the answer sheet belonging to the applicator whose ID appears under ID NUMBER, no valid FIRST CROP was marked. The applicator will not receive credit for answers in the first half of the commodity exam. To correct, find the answer sheet; grade the exam and update the applicator's record if necessary.

SAME CROP AND PEST BOTH PARTS OF TEST

The applicator chose the same crop and pest combination for both halves of the commodity exam. The applicator will not receive credit for answers in the second half of the exam.

MISSING CROP 2

An applicator taking an exam in a commodity between 1 and 5 did not mark a grid in the SECOND CROP section. The applicator will not receive credit for answers in the second half of the exam. To correct, find the answer sheet; grade the exam and update the applicator's record if necessary.

MISSING PEST 1 and MISSING PEST 2

Either FIRST PEST or SECOND PEST was not marked on the answer sheet. Such answer sheets should have been rejected by the scanner and the message should not appear.

ERRORS IN COMMERCIAL EXAM GRADING

REPORT ENTITLED 'ERRORS ON EXAMS'

This report contains a line for each error encountered in grading commercial exams. The report is sequenced in the order in which the answer sheets were scanned.

The data items printed on the error list include:

COLUMN HEADING	DATA ITEM
ID NUMBER	applicant's ID number or card identification number
ERROR MESSAGE	message describing error encountered

RECORD REJECTED BY OPSCAN

For each record rejected by the scanning machine for missing data, a message of this type will appear. This message may also appear some additional times. Rejected records (answer sheets) are not graded.

CORRESPONDING CARD1 MISSING

The first of two OPSCAN records for an answer sheet is missing. If this message appears, the information in the ID number column contains the card-ID rather than the applicator's ID number. The answer sheet is not graded.

CORRESPONDING CARD2 MISSING

The second of two OPSCAN records for an answer sheet is missing. The applicator's ID number appears under ID number. The answer sheet is not graded.

INVALID CARD TYPE
CARD OUT OF SEQUENCE

One of the records put out by the OPSCAN machine is neither a type '1' record nor a type '2' record. The answer sheet is not graded.

'MISSING SUBCATEGORY NUMBER"

The applicator did not mark the number of the subcategory exam which he is taking. The answer sheet is not graded.

Documentation for Exam Result Update Program
Explanation of Error Listing

This Error Listing shows all the errors encountered while updating the Pesticide Certification master file with the results of the graded exams. A sample of the Error Listing is given and explained below.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - BUREAU OF PESTICIDE CONTROL 1
ERROR LISTING

ID NO	NAME	CORE TAKEN	CORE GRADE	COMMODITY NO	CATEGORY NO	GRADE	ERROR MESSAGE
P1-0000**44	CARLSON	YES	40	3		10	CORE EXAM TAKEN WHEN ALREADY PASSED
P1-000044	CARLSON	YES	40	3		10	RESULT COMMODITY NO NOT ON TAPE RECORD
P1-000169	DI RAFFAELE	YES	40		14	50	CORE EXAM TAKEN WHEN ALREADY PASSED
P1-000169	DI RAFFAELE	NO	00		78	50	RESULT CATEGORY NO NOT ON TAPE RECORD
P1-000228	FIORINI	YES	31		5A	41	CORE EXAM TAKEN WHEN ALREADY PASSED
P1-000228	FIORINI	YES	31		5A	41	RESULT CATEGORY NO NOT ON TAPE RECORD
P1-000357		YES	40	5		00	A RESULT RECORD WITH NO TAPE RECORD *
P1-000415		YES	40	1		10	A RESULT RECORD WITH NO TAPE RECORD *

The information on the Error Listing is explained as it appears by line on the report.

1) Line 1
   Header - "New York State Department of Environmental Conservation - Bureau of Pesticide Control". (The number in the upper right hand corner is the page number).

2) Line 2
   Report Title - ERROR LISTING

3) Lines 3 and 4
   Column Headings:
   a) ID NO - Applicator's Permanent Identification Number
   b) NAME - The last name of the applicator as it appears on the master file.
   c) CORE TAKEN
   d) CORE GRADE
   e) COMMODITY NO
   f) CATEGORY NO
   g) GRADE
   h) ERROR MESSAGE

4) Lines 5 through end of page
   Information on the answer sheets with errors
   a) Permanent ID number -
      The ID prefix (C or P) followed by the DEC Region Number followed by a hyphen ('- ') followed by the applicator's six digit ID number.
   b) Name - The last name of the applicator as it appears on the pesticide master file.
   c) Core Taken - YES indicates the core exam was taken on this answer sheet. NO indicates the core exam was not taken on this answer sheet.
   d) Core Grade - The number right on the core exam on this answer sheet. If CORE TAKEN is NO, this number will be '00'.

e) Commodity Number - The number of the commodity exam being taken on this answer sheet. If this is an answer sheet for a subcategory exam, the space under this column will be blank.
f) Category Number - The number of the category exam being taken on this answer sheet. If this is an answer sheet for a commodity exam, the space under this column will be blank.
g) Grade - The grade for the commodity or subcategory exam, whichever was taken on this answer sheet. If a number appears in the column headed COMMODITY NO, then this grade is the grade for a commodity exam with that number. If a subcategory number appears in the column headed CATEGORY NO, then this grade is the score on the subcategory exam with that number.
h) Error Message - A description of the problem which caused the asnwer sheet to appear on the error listing. The error messages are explained below:

A RESULT RECORD WITH NO TAPE RECORD *

The ID number on an answer sheet was not a valid ID number; no applicator's record was updated with the results of the exam. The invalid ID number which was on the answer sheet appears in the column headed ID NO.

NO CORE EXAM TAKEN WHEN NEEDED

The applicator had not previously passed the core examination and did not take the core exam on this answer sheet. Each applicator is required to pass the core exam to be certified. It is possible that the applicator took the core exam but forgot to mark the number of the core exam on the answer sheet.

RESULT COMMODITY NUMBER NOT ON TAPE RECORD

The applicator took a commodity exam for which he had not applied. A commodity segment will be added to the applicator's record for the commodity in which he took the exam. If he failed the exam, the DATE FAILED will be incorrect for this commodity since he did not apply and his exam date is not known; therefore, it will be necessary to update his record with the correct date of failure. It is possible the applicator marked the incorrect commodity number on the answer sheet.

EXAM TAKEN WHEN ALREADY PASSED

The applicator's record indicates that he has already passed the exam which he has just taken. There are several possible reasons for such a message to appear:

- The applicator marked the wrong commodity or subcategory number on his answer sheet; he marked a commodity or subcategory number for an exam he had passed in the past, or
- The ID number on the answer sheet is not the ID number of the applicator taking the exam but it is the ID number of an applicator who has previously passed the exam (subcategory or commodity) taken on this answer sheet. If this is the case, the ID number on the answer sheet must be corrected and the answer sheet must be regraded, or
- The applicator has retaken an exam he already passed, or
- The data on the applicator's record was incorrect.

RESULT CATEGORY NO NOT ON TAPE RECORD

The applicator has taken a subcategory exam for which he has not previously applied. A subcategory segment will be added to the applicator's record. If he failed the exam, the DATE FAILED will be incorrect for this subcategory since he did not apply and his exam date is not known; therefore, it will be necessary to update his record with the correct date of failure. The applicator may have marked the incorrect subcategory number on the answer sheet.

RESULTS FOR SUSPENDED APPLICATOR

The ID number on an answer sheet is that of a suspended applicator. Suspended applicators may not take certification exams. The applicator's record will not be updated with the results of the examination.

EXAM TAKEN BEFORE 30 DAY PERIOD

The applicator did not wait the 30 days required by the regulations before retaking an exam he had previously failed. His record will not be updated with the results of this exam.

EXAM TAKEN BEFORE 6 MONTH PERIOD

The applicator did not wait the 6 months required by the regulations before retaking an exam he had previously failed. His record will not be updated with the results of this exam.

EXAM TAKEN BEFORE 1 YEAR PERIOD

The applicator did not wait the 1 year period required before retaking an exam he previously failed. His record will not be updated with the results of this examination.

TECH FAILED TWICE - CORE NOT PASSED

By the regulations an uncertified commercial applicator who has failed a technical (subcategory) exam twice must retake the general (core) exam. This applicator must retake the core exam.

CORE EXAM TAKEN WHEN ALREADY PASSED

An applicator who has passed the core exam in the past has retaken the core exam. There are several possible reasons for such a message:

- The applicator retook the core exam, although he had already passed it.
- The ID number on the answer sheet is not the ID number of the applicator taking the exam but is the ID number of an applicator who has previously passed the core exam.
- The data on the applicator's record was incorrect.

One line is printed for each error encountered. There may be several errors on one answer sheet and an applicator may have several answer sheets.

An example taken from the sample listing on page 1 is explained. The example is "DI RAFFAELE" whose information is circled in the sample.

Di Raffaele has an ID number of P1-000169. He has two answer sheets with errors. On the first answer sheet he took the core exam and earned a score of 40; however, the error message indicates that he had previously passed the core exam and did not need to retake it.

On this first answer sheet Di Raffaele also took subcategory exam 1A and earned a score of 50. On the second answer sheet Di Raffaele did not take the core exam. On this second answer sheet Di Raffaele took subcategory exam 7B and earned a score of 50. However, Di Raffaele had not previously applied to take an exam in subcategory 7B; the information for subcategory 7B has been added to Di Raffaele's record.

The information shown on the sample report for Carlson, Di Raffaele, and Fiorini serves only as illustration and should not be used as actual data for these applicators.

Documentation for Exam Result Update Program
Explanation of 'UPDATED RESULTS - COMMODITIES' Listing

UPDATED RESULTS - COMMODITIES lists the results of commodity exams. An example of the report is shown and explained below.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - BUREAU OF PESTICIDE CONTROL 1
UPDATED RESULTS - COMMODITIES

ID NO	NAME	CORE TAKEN	CORE GRADE	CORE PASSED	COMMODITY GRADES 1	2	3	4	5	6	7	8	COMMODITIES CERTIFIED	
P1-000044	CARLSON	YES	40	YES			10						3	
P1-000169	DI RAFFAELE	NO		YES				01						*
P0-000475	LANGER	NO		NO				03						*
P7-000686	EDWARDS	YES	35	YES	05									*
P0-000897	APPEL-JORDAN	YES	28	YES						05				*

The information on the report is explained as it appears by line on the report.

1) Line 1
   Header - "New York State Department of Environmental Conservation - Bureau of Pesticide Control." (The number in the upper right hand corner is the page number).

2) Line 2
   Report Heading - 'Updated Results - Commodities'.

3) Lines 3 and 4
   Column Headings -
   a) ID NO — Applicator's permanent identification number
   b) NAME — Applicator's Last Name
   c) CORE TAKEN
   d) CORE GRADE — Number right on core exam if taken
   e) CORE PASSED
   f) COMMODITY GRADES — The numbers under the words 'COMMODITY GRADES' correspond to the numbers of the commodities
      1 2 3 4 5 6 7 8
   g) COMMODITIES CERITFIED

4) Lines 5 through end of page
   Information on commodity exam results
   A) Applicator's Permanent ID number
      1) C or P prefix
      2) Home DEC region number
      3) Six digit sequence number
   B) Applicator's Last Name
   C) Core Taken -
      YES - indicates the applicator took the core exam on one of the answer sheets in this batch.
      NO - indicates the applicator did not take the core exam on any of his answer sheets in this batch.
   D) Core grade - The number of correct answers on the applicator's core exam. If CORE TAKEN = NO, the core grade will be blank.
   E) Core passed - If the core grade is greater than the core cut off score, then CORE PASSED will be YES. Also, if the applicator passed the core exam in the past, CORE PASSED will be YES.

F) Commodity grades - The number of correct answers on an applicator's commodity exam will appear under the number of each commodity exam he has just taken.

G) Commodities Certified - The numbers of all the commodities in which the applicator can be certified because of the exams just taken. Commodities in which the applicator has been certified in the past are not listed.

H) * - An asterisk appears on the line for any applicator who has failed one or more exams. If an applicator has failed some exams and passed others, the asterisk will appear.

An example taken from the sample report on page 1 is explained. The example is "Di Raffaele" whose information is circled on the sample.

Di Raffaele has an ID number of P1-000169. He did not take the core exam on his commodity answer sheet. However, he has passed the core exam. He took commodity exam 4 only and earned a score of 01. This score is less than the cut-off score required to pass the commodity exam. Therefore, no commodity numbers are listed for Di Raffaele under COMMODITY CERTIFIED and an asterisk appears at the end of the line.

The information shown on the sample report serves only as an example and should not be taken as actual data for the applicators listed.

Documentation for Exam Result Update Program
Explanation of UPDATED RESULTS-CATEGORIES Listing

UPDATED RESULTS-CATEGORIES lists the results of category exams. An example of the report is shown and explained below.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - BUREAU OF PESTICIDE CONTROL 1
UPDATED RESULTS - CATEGORIES

ID NO	NAME	CORE TAKEN	CORE GRADE	CORE PASSED	CATEGORY GRADES	CATEGORIES CERTIFIED
P1-000169	DI RAFFAELE	YES	40	YES	1A-50 7B-50 11-50 6B-50	1A 7B 11 6B
P1-000228	FIORINI	YES	31	YES	5A-41	5A
P7-000686	EDMONDS	YES	33	YES	1B-29	1B
P7-000697	ABELL-JARRAR	YES	34	YES	7H-50	7H
P7-000701	JONES	NO		NO	1B-50 7H-36	

The information on the report is explained as it appears by line on the report.

1) Line 1
   Header "New York State Department of Environmental Conservation - Bureau of Pesticide Control." (The number in the upper right hand corner is the page number).

2) Line 2
   Report Heading - 'Updated Results - Categories'.

3) Lines 3 and 4
   Column Headings -
   a) ID NO Applicator's permanent identification number
   b) NAME Applicator's Last Name
   c) CORE TAKEN
   d) CORE GRADE Number right on core exam if taken
   e) CORE PASSED
   f) CATEGORY GRADES
   g) CATEGORIES CERTIFIED

4) Lines 5 through end of page
   Information on results of category exams
   A) Applicator's Permanent ID number
      1) C or P prefix
      2) Home DEC Region Number
      3) Six digit ID number
   B) Applicator's Last Name
   C) Core Taken
      YES - indicates the applicator took the core exam on one of the answer sheets in this batch.
      NO - indicates the applicator did not take the core exam on any of the answer sheets in this batch.
   D) Core Grade - The number of correct answers on the applicators core exam. If CORE TAKEN=NO, the core grade will be blank.
   E) Core passed - If the core grade is greater than the core cut-off score, then CORE PASSED will be YES. Also, if the applicator passed the core exam in the past, CORE PASSED will be YES.

F) Category Grades - For each subcategory exam which the applicator took, the number of the subcategory followed by a hyphen ('-') followed by the score on the exam will appear under the heading CATEGORY GRADES. If the applicator takes more than seven subcategory exams at one examination administration, two lines will appear for the applicator. If the applicator takes more than fourteen subcategory exams at once, three lines will appear. If the applicator takes more than twenty-one subcategory exams, four lines of data will appear for the applicator.

G) Categories Certified - The numbers of each category in which the applicator can be certified as a result of the exams just taken and passed.

H) * - An asterisk appears to the right of the print line for any applicator who has failed one or more exams. If an applicator has failed some exams but passed others, the asterisk will appear.

An example taken from the sample report on page 1 is explained. The example is "Di Raffaele" whose information is circled on the sample.

Di Raffaele has an ID number of P1-000169. He took the core exam on one of the category answer sheets in this batch. He answered forty (40) questions correctly and passed the exam. He also took category exams 1A, 7B, 11, and 6B at the same time and answered fifty (50) questions correctly on each of these four category exams. He now can be certified in category exams 1A, 7B, 11 and 6B.

The information shown on the sample report serves only as an example and should not be taken as actual data for the applicators listed.

Documentation for Certificate Printing Program
Explanation of 'CERTIFICATE REPORT' Listing

'CERTIFICATE REPORT' lists data on applicants receiving new certificates as a result of passing exams.
A sample of the report is shown and explained below.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - BUREAU OF PESTICIDE CONTROL 1
CERTIFICATE REPORT

ID NO	NAME	CERT NUM	ISSUED	EXPIRES	COMMODITIES	CATEGORIES
P1-000044	CARLSON	000048	06/10/76	06/09/82	3	
P1-000169	DI RAFFAELE	000049	06/10/76	06/04/83	7	
P1-000169	DI RAFFAELE	000050	06/10/76	06/09/81		1A 6B 11 7B
P1-000228	FIORINI	000051	06/10/76	06/09/81		5A
P7-000686	EDMONDS	000052	06/10/76	03/10/82	1	
P7-000486	EDMONDS	000053	06/10/76	03/10/81		1B
P0-000097	ABELL-ABRAR	000054	06/10/76	04/10/82	1	6
P0-000097	ABELL-ABRAR	000055	06/10/76	04/10/81		7H
P7-000723	EDMONDS	000056	06/10/76	12/10/82	1	

The data on the report is explained as it appears by line on the report.

1) Line 1
Header - "New York State Department of Environmental Conservation - Bureau of Pesticide Control". (The number in the upper right hand corner is the page number).

2) Line 2
Report Heading - CERTIFICATE REPORT

3) Line 3
Column Headings -
a) ID NO - Identification number
b) NAME - Last name
c) CERT NUM - Certificate number
d) ISSUED - Date of Issue
e) EXPIRES - Expiration date
f) COMMODITIES -
g) CATEGORIES

4) Lines 4 through end of page
Data on certificates issued
a) Applicator's Permanent Identification Number
1) C or P prefix
2) Home DEC region number
3) Six digit sequence number
b) Applicator's Last Name
c) Six digit certificate number of certificate issued
d) The date of issue of the certificate
e) Date on which the certificate expires five years after date of issue for commercial applicators and six years after date of issue for private applicators.
f) Commodities - The number of each commodity for which the certificate has been issued will appear under the heading 'COMMODITIES'.
g) Categories - The designations of all the subcategories in which the certificate has been issued will appear under the heading CATEGORIES.

An example taken from the sample report on page 1 is explained. The example is "Di Raffaele" whose data is circled on the sample.

Di Raffaele has an ID number of P1-000169. He has two certificates. He has private certificate number 000049 in commodity 7 which will expire in 6/4/83 and he has commercial certificate number 000050 in subcategories 1A, 6B, 11 and 7B which will expire in 6/9/81.

The data shown on the sample report serves only as an example and should not be used as actual data for any of the applicators listed.

This program also produces certificates and ID notices for all applicators listed on the CERTIFICATE REPORT. For applicators receiving certificates and for those applicators who were examined at the same time but who failed, the program prints quickie-notes to notify the applicators of their exam results.

State of New York

Department of Environmental Conservation

Pesticide Applicator Certificate

GEORGE VAN YAHRES JR
222 BROOKVILLE RD
MUTTONTOWN
GLEN HEAD, NY 11545

is qualified as a PRIVATE *Pesticide Applicator in the following categories:*

NURSERY

Training and examinations were conducted in accordance with the standards of the Bureau of Pesticides, New York State Department of Environmental Conservation.

Director, Bureau of Pesticides

Ogden Reid, Commissioner

Identification Number	Date Issued	Expiration Date	Certificate Number
P1-000642	03/04/76	11/04/82	000045

-97-

44-06-1 (1/76)

MESSAGES

Number	Messages	Conditions
1A	THE RESULTS OF YOUR 11/18/75 PRIVATE CERTIFICATION EXAMS ~~ARE AS FOLLOWS:~~	PRIVATE APPLICATORS
1B	THE RESULTS OF YOUR 11/18/75 COMMERCIAL CERTIFICATION EXAMS ARE AS FOLLOWS:	COMMERCIAL APPLICATORS
2A	MAIL THIS NOTICE AND $$9.00 CERTIFICATION FEE TO THE ABOVE ADDRESS FOR YOUR CERTIFICATE AND I.D. CARD. PLEASE SEND ONLY CHECKS OR MONEY ORDERS, WHICH ARE PAYABLE TO THE COMMISSIONER OF ENVIRONMENTAL CONSERVATION.	PASSED CORE AND AT LEAST ONE COMMODITY OR TECHNICAL EXAM
2B	YOU HAVE RECEIVED CREDIT FOR THE CORE EXAM, HOWEVER YOU CAN NOT BE CERTIFIED UNTIL YOU PASS A TECHNICAL/COMMODITY EXAM.	PASSED CORE BUT FAILED ALL COMMODITY OR TECHNICAL EXAMS
2C	FOR FULL CERTIFICATION YOU MUST PASS A FORTHCOMING TECHNICAL EXAM(S).	COMMERCIAL, PASSED CORE & AT LEAST 1 COMMODITY
3A	IF YOU WISH TO TAKE ADDITIONAL EXAMS OR BE RE-EXAMINED, PLEASE CONTACT: PESTICIDE INSPECTOR PHONE NO. 999-999-9999 ADDRESS ADDRESS	PASSED CORE BUT FAILED OTHER EXAMS
3B	FOR RETRAINING AND RE-EXAMINATION PLEASE CONTACT YOUR COOPERATIVE EXTENSION AGENT.	FAILED CORE & LIVES IN COUNTIES EXCEPT 60-64 & 99
3C	FOR RETRAINING AND RE-EXAMINATION PLEASE CONTACT OUR HEADQUARTERS AT THE ABOVE ADDRESS.	FAILED CORE CNTY=99
3D	FOR RETRAINING AND RE-EXAMINATION PLEASE CONTACT THE BUREAU OF PEST CONTROL OF THE NEW YORK CITY DEPARTMENT OF HEALTH.	FAILED CORE CNTY=60-64

NOTE:

The certification fee is calculated in the following manner:

PRIVATE: A flat fee of $5.00 is charged. The applicator may be certified in additional commodities at a latter date at no additional charge.

COMMERCIAL: A fee of $10.00 is charged for certification in core and one technical exam. There is a charge of $10.00 for each additional technical certification.

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POSSIBLE COMBINATIONS

Private				
1A	1A	1A	1A	1A
2A	2B			
3A	3A	3B	3C	3D

Commercial				
1B	1B	1B	1B	1B
2A	2B			
2C				
3A	3A	3B	3C	3D

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NEW YORK STATE DEPARTMENT OF
ENVIRONMENTAL CONSERVATION
BUREAU OF PESTICIDES
ALBANY, NEW YORK 12235

FIRST CLASS MAIL

TO G. VAN YAHRES JR P1-000642
222 BROOKVILLE RD
MUTTONTOWN
GLEN HEAD, NY 11545

NEW YORK STATE DEPARTMENT OF
ENVIRONMENTAL CONSERVATION
BUREAU OF PESTICIDES
ALBANY, NEW YORK 12235

DEAR GEORGE VAN YAHRES JR: 03/04/76

THE RESULTS OF YOUR PRIVATE CERTIFICATION EXAMS ARE AS FOLLOWS:
PASSED-CORE
PASSED-NURSERY

MAIL THIS NOTICE & $22.50 CERTIFICATION FEE TO THE ABOVE ADDRESS FOR YOUR CERTIFICATE AND ID CARD. PLEASE SEND ONLY CHECKS OR MONEY ORDERS, WHICH ARE PAYABLE TO THE COMMISSIONER OF ENVIRONMENTAL CONSERVATION.

TO

G. VAN YAHRES JR P1-000642
222 BROOKVILLE RD
MUTTONTOWN
GLEN HEAD, NY 11545

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
BUREAU OF PESTICIDES • ALBANY, NEW YORK 12233

PESTICIDE APPLICATOR IDENTIFICATION

Please punch out your I.D. CARD and save it. You will be required to show it when you purchase Restricted Pesticides. This card is **not valid** until signed, on the reverse side, by the applicator.

GEORGE VAN YAHRES JR
222 BROOKVILLE RD
MUTTONTOWN
GLEN HEAD, NY 11545

NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

PRIVATE **PESTICIDE APPLICATOR I.D.**
GEORGE VAN YAHRES JR
has been certified in the following categories:

NURSERY

I.D. NO.	EXPIRES	CERTIFICATION NO.
P1-000642	11/04/79	000045

44-10-4 (10/75)

RENEWAL AND RECERTIFICATION SCHEDULE

CLASS	RENEWAL		RECERTIFICATION *	
	Requirement	Fee	Requirement	Fee
COMMERCIAL	Annually	$10.00 Per Category	Every 5 years	NONE
PRIVATE	Every 3 years	$ 5.00 Flat Fee	Every 6 years	NONE

*** Recertification requires attendance at a minimum of 3 training courses within the appropriate recertification period. Although there is no recertification fee, the normal renewal fee will be charged.**

SIGNATURE OF APPLICATOR

X

COMMERCIAL CATEGORIES

1. AGRICULTURAL
   a. Plant
   b. Animal
2. FOREST
3. ORNAMENTAL & TURF
   a. Arborist
   b. Landscaper
   c. Nurseryman
   d. Turf Management
4. SEED TREATMENT
5. AQUATIC
   a. Vegetation
   b. Insect
   c. Fish
6. RIGHT-OF-WAY
   a. Highway
   b. Railroad
   c. Utility & pipeline
7. INDUSTRIAL, INSTITUTIONAL & STRUCTURAL
   a. Structural & rodent control - Commercial
   b. Structural & rodent control - Industrial
   c. Fumigation - Commercial
   d. Fumigation - Industrial
   e. Termite control - Commercial
   f. Termite control - Industrial
   g. Veterinary
   h. Lumber & wood products
   i. Construction
   j. Food manufacturing & processing
8. PUBLIC HEALTH
9. REGULATORY
10. DEMONSTRATION
11. AERIAL APPLICATION

Documentation for the In House Report

The In House report lists all applicators on the Pesticide Certification Master File. An example of the report is given and explained below.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - BUREAU OF PESTICIDE CONTROL 7
IN HOUSE REPORT

ID NO	LAST NAME / FIRST NAME / SEGMENT	NO OR TYPE	ADDRESS 1 / ADDRESS 2 / DATE ISS OR VIOL	CITY / ST ZIP / TIMES FAILED	TEL NO / DATE FAILED	CY-R / CY-E	APPL / FEEX / TRAINING	A-DATE / L-DATE / SESSIONS	P-CR / F-CR	FAIL-G / F-DATE / APPLIED	SUS / EMP	CERT / BUS
P1-000239	SCALPS		1655 PINEACRES BLVD	BAY SHORE		28	Y	112479	N	0		000C 1
	WILLIAM			NY 11706	2126077869	58		120375	1	071475	Y	0
	COMMODITY	5	000000	0	000000			0		N		
	COMMODITY	3	000000	0	000000			0		Y		
	COMMODITY	7	000000	0	000000			0		Y		

The information on the report is explained as it appears by line on the report.

1) Line 1
   Header - "New York State Department of Environmental Conservation - Bureau of Pesticide Control."

2) Line 2
   Heading - "In House Report"

3) Line 3
   Headings -
   1) ID NO
   2) LAST NAME
   3) ADDRESS 1
   4) CITY
   5) CY-R - county of residence
   6) APPL - outstanding application
   7) A-DATE - application date
   8) P-CR - passed core
   9) FAIL-G - number of times failed general
   10) SUS - suspension
   11) CERT - most recent certificate number

4) Line 4
   Headings -
   1) FIRST NAME
   2) ADDRESS 2
   3) ST - state
   4) ZIP
   5) TEL NO - telephone number
   6) CY-E - county of exam
   7) FEEX - fee exempt
   8) E-DATE - exam date
   9) I-CR - number of times failed core
   10) F-DATE - date of last failure
   11) EMP - employee of a certified applicator or registered pesticide business
   12) BUS - business registration number

5) Line 5
Headings -
1) SEGMENT - commodity, commercial, pesticide, or violation segment
2) NO OR TYPE - commodity number, commercial category, pesticide code, or violation type
3) DATE ISS OR VIOL - date of issue or date of violation
4) TIMES FAILED - number of times failed commodity or commercial exam
5) DATE FAILED - date failed commodity or commercial exam
6) TRAINING SESSIONS - number of training sessions for a commodity or commercial exam
7) APPLIED - outstanding application for a commodity or commercial exam

6) Line 6
Information on applicators -
1) Applicator's ID -
a) C or P prefix
b) Home region number
c) six digit sequence no
2) Applicator's last name
3) " " first line of address
4) " " city of residence
5) " " county of residence
6) APPL-
Y- applicator has an outstanding application
N- applicator does not have an outstanding application
7) Applicator's most recent application date
8) P-CR -
Y - applicator has passed the core exam
N - applicator has not passed the core exam
9) Number of times commercial applicator has failed the general examination
10) SUS -
Y - applicator is suspended
N - applicator is not suspended (currently blank for everyone)
11) Applicator's most recent certificate number.

7) Line 7
Information on applicators-
1) Applicator's first name (and middle initial)
2) " " second line of address
3) " " state of residence
4) " " zip code
5) " " telephone number
6) " " county of exam
7) FEEX -
Y - applicator is fee exempt
N - " " is not fee exempt (currently blank for everyone)

8) Applicator's most recent exam date
9) Number of times an applicator has failed the core exam
10) Date of applicator's most recent failure
11) EMP -
Y - applicator is an employee of a certified applicator or registered pesticide business
N - applicator is not an employee of a certified applicator or registered pesticide business
12) Applicator's business registration number

8) Line 8
Information on applicators -
A) Commodity Segment
1) "COMMODITY"
2) Commodity number
3) Applicator's date of issue
4) Number of times an applicator has failed this commodity exam
5) Applicator's most recent date of failure for this commodity exam
6) Number of training sessions an applicator has attended for recertification in this commodity
7) APPLIED -
Y - applicator has an outstanding application to take this commodity exam
N - applicator does not have an outstanding application to take this commodity exam

B) Commercial Segment
1) "COMMERCIAL"
2) Category number
3) Subcategory number
4) Applicator's date of issue
5) Number of times an applicator has failed this commercial exam
6) Applicator's most recent date of failure for this commercial exam
7) Number of training sessions an applicator has attended for recertification in this subcategory
8) APPLIED -
Y - applicator has an outstanding application to take this commercial exam
N - applicator does not have an outstanding application to take this commercial exam

C) Pesticide Segment
1) "PESTICIDE"
2) Pesticide code
3) Applicator's date of issue

D) Violations Segment
1) "VIOLATIONS"
2) Violation type
3) Applicator's date of violation

All applicators on the master file will have at least two lines of printout, lines 6 and 7. The number of lines following these two will depend upon the number of commodity segments, commercial segments, pesticide segments, and violations segment each applicator has. One line is printed per segment which in theory could mean one applicator may have 53 lines of printout.

An example taken from the sample report on page 1 is explained. The example is "William Sowers" whose information is circled on the sample:

> William Sowers has an ID number of P1-000239. He lives at 1655 Pineacres Blvd., Bay Shore, NY 11706 and his telephone number is (212) 607-5069. He resides in County # 28 but takes exams in County #54. He has an outstanding application from 11/26/75 to take an exam on 12/03/75. He has taken the core exam once and failed it. His most recent exam failure was 07/14/75. His is a private applicator and, therefore, is not concerned with failure on the general exam. His is an employee of a certified applicator registered pesticide business and has a business registration of 0. His most recent certificate number is 000001. He is not exempt from paying a fee and he is not suspended. He has three commodity segments:
>
> 1) He has taken an exam for Commodity 5, passed but cannot receive credit as he did not pass the core exam.
> 2) There is an outstanding application to take an exam for commodity 3.
> 3) There is an outstanding application to take an exam for commodity 7.

The above information reported for William Sowers serves only as an example and should not be used as actual data for this applicator.

Documentation for the Microfiche Report

The Microfiche report lists all applicators on the Pesticide Certification Master File. An example of the report is given and explained below.

/12/75 NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - BUREAU OF PESTICIDE CONTROL
MICROFICHE REPORT - ALPHABETIC LISTING - COUNTY -

ID NO	NAME	ADDRESS	CITY ST ZIP TELE NO	CATEGORY	COMMODITY
-000356	SKINNER JOHN F	RD #1	RICHFIELD SPRINGS NY 13439		1F
-000035	SMITH JR JOE H	84 KROEPER AVE	RIVERHEAD NY 11901		3C

The information on the report is explained as it appears by line on the report.

1) Line 1
   Date of run - 12/12/75
   Header - "New York State Department of Environmental Conservation - Bureau of Pesticide Control"
   Page number - 4

2) Line 2
   Heading - "Microfiche Report - Alphabetic Listing - County - "

3) Line 3
   Headings -
   1) ID NØ
   2) NAME
   3) ADDRESS
   4) CITY
   5) ST
   6) TELE NØ
   7) CATEGØRY
   8) CØMMØDITY

4) Line 4
   Information on applicators -
   1) Applicator's ID -
      a) C or P prefix
      b) Home region number
      c) Six digit sequence number
   2) Applicator's last name
   3) Applicator's first line of address
   4) Applicator's city of residence
   5) Applicator's category segments on file with a one letter indication of the status of each:
      a) "A" - outstanding application
      b) "F" - failure
      c) "E" - expired certification
      d) "C" - certified

6) Applicator's commodity segments on file with a one letter indication of the status of each:
   a) "A" - outstanding application: applicator has applied to be examined in this commodity but his exam results are not yet known
   b) "F" - failure
   c) "E" - expired certification
   d) "C" - certified - the applicator either has or should have received a certificate in this commodity

5) Line 5
   Information on applicators-
   1) Applicator's first name (and middle initial)
   2) Applicator's second line of address
   3) Applicator's state of residence
   4) Applicator's zip code
   5) Applicator's telephone number

An example taken from the sample report on page 1 is explained. The example is "John F. Skinner" whose information is circled on the sample:

John F. Skinner has an ID number of P6-000354. He lives at RD #1, Richfield Springs, N. Y. 13439 and does not have a telephone number on file. He has one commodity segment on file, #1. The "F" following the "1" indicates he has taken the exam for that commodity and has failed it. Skinner does not have a county of residence on file and is, therefore, listed with applicators in COUNTY-_____.

The above information reported for John F. Skinner serves only as an example and should not be used as actual data for this applicator.

Documentation for 'ACCEPTED TRANSACTIONS FOR UPDATED PESTICIDE APPLICATOR CERTIFICATION FILE'

The Accepted Transactions Report lists all applicators with accepted transactions for one update run of the pesticide certification master file. An example of the report is given and explained below. The report is provided so that accepted transactions may be checked for correctness.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - BUREAU OF PESTICIDE CONTROL — 2
ACCEPTED TRANSACTIONS FOR UPDATED PESTICIDE APPLICATOR CERTIFICATION FILE

ID NO	LAST NAME	ADDRESS 1	CITY	CY-R	APPL	A-DATE	P-CR	FAIL-G	SUS	CERT
	FIRST NAME	ADDRESS 2	ST ZIP	TEL NO	CY-E	FEEX	E-DATE	F-CR	F-DATE	EXP	AUS
	SEQUENT	NO OR TYPE	DATE ISS OR VIOL	TIMES FAILED	DATE FAILED	TRAINING SESSIONS		APPLIED			
0-025621	KOAHK	76 JAYNE ST	FLORIDA		94	N	0 0 0	Y	0		
	ALBERT		NY 10921		55		000000	0	000000	N	
	COMMODITY	5	103175	0	000000		0		N		

The information on the report is explained as it appears by line on the report.

1) Line 1
   Header - "New York State Department of Environmental Conservation - Bureau of Pesticide Control"

2) Line 2
   Heading - "Accepted Transactions for Updated Pesticide Applicator Certification File"

3) Line 3
   Headings -
   1) ID NO
   2) LAST NAME
   3) ADDRESS 1
   4) CITY
   5) CY-R - county of residence
   6) APPL - outstanding application
   7) A-DATE - application date
   8) P-CR - passed core
   9) FAIL-G - number of times failed general
   10) SUS - suspension
   11) CERT - most recent certificate number

4) Line 4
   Headings -
   1) FIRST NAME
   2) ADDRESS 2
   3) ST - state
   4) ZIP
   5) TEL NO - telephone number
   6) CY-E - county of exam
   7) FEEX - fee exempt
   8) E-DATE - exam date
   9) F-CR - number of times failed core
   10) F-DATE - date of last failure

4) Line 4 - Headings - cont'd
   11) EMP - employee of a certified applicator or registered pesticide business
   12) BUS - business registration number

5) Line 5
   Headings -
   1) SEGMENT - commodity, commercial, pesticide, or violation segment
   2) NO OR TYPE - commodity number, commercial category, pesticide code, or violation type
   3) DATE ISS OR VIOL - date of issue or date of violation
   4) TIMES FAILED - number of times failed commodity or commercial exam
   5) DATE FAILED - date failed commodity or commercial exam
   6) TRAINING SESSIONS - number of training sessions for a commodity or commercial exam
   7) APPLIED - outstanding application for a commodity or commercial exam

6) Line 6
   Information on applicators -
   1) Applicator's ID -
      a) C or P prefix
      b) Home region number
      c) six digit sequence no
   2) Applicator's last name
   3) Applicator's first line of address
   4) Applicator's city of residence
   5) Applicator's county of residence
   6) APPL-
      Y - applicator has an outstanding application
      N - applicator does not have an outstanding application
   7) Applicator's most recent application date
   8) P-CR -
      Y - applicator has passed the core exam
      N - applicator has not passed the core exam
   9) Number of times commercial applicator has failed the general examination
   10) SUS -
      Y - applicator is suspended
      N - applicator is not suspended
   11) Applicator's most recent certificate number

7) Line 7
   Information on applicators -
   1) Applicator's first name (and middle initial)
   2) Applicator's second line of address
   3) Applicator's state of residence
   4) Applicator's zip code
   5) Applicator's telephone number
   6) Applicator's county of exam
   7) FEEX -
      Y - applicator is fee exempt
      N - applicator is not fee exempt

8) Applicator's most recent exam date
9) Number of times an applicator has failed the core exam
10) Date of applicator's most recent failure
11) EMP -
Y - applicator is an employee of a certified applicator or registered pesticide business
N - applicator is not an employee of a certified applicator or registered pesticide business
12) Applicator's business registration number

8) Line 8
Information on applicators -
A) Commodity Segment
1) "COMMODITY"
2) Commodity number
3) Applicator's date of issue
4) Number of times an applicator has failed this commodity exam
5) Applicator's most recent date of failure for this commodity exam
6) Number of training sessions an applicator has attended for recertification in this commodity
7) APPLIED -
Y - applicator has an outstanding application to take this commodity exam
N - applicator does not have an outstanding application to take this commodity exam

B) Commercial Segment
1) "COMMERCIAL"
2) Category number
3) Subcategory number
4) Applicator's date of issue
5) Number of times an applicator has failed this commercial exam
6) Applicator's most recent date of failure for this commercial exam
7) Number of training sessions an applicator has attended for recertification in this subcategory
8) APPLIED -
Y - applicator has an outstanding application to take this commercial exam
N - applicator does not have an outstanding application to take this commercial exam

C) Pesticide Segment
1) "PESTICIDE"
2) Pesticide code
3) Applicator's date of issue

D) Violations Segment
1) "VIOLATIONS"
2) Violation type
3) Applicator's date of violation

"Albert Nowak" has an ID number of P8-025621. He lives at 76 Jayne St., Florida, N. Y. 10921 and has no telephone number on file. He resides in county #44 but takes exams in county #55. He does not have an outstanding application to take any exam. He has no reported application or examination date. He has passed the core exam. He is not an employee of a certified applicator or registered pesticide business. He is not exempt from paying a fee and he is not suspended. He has 1 commodity segment for commodity 5 indicating that he has passed the exam for that commodity on 10/31/75.

The above information reported for Albert Nowak serves only as an example and should not be used as actual data for this applicator.

Error Messages With Explanations

ERROR: INVALID CARD TYPE
Card type must be a 1, 2, 3, or 4. (probably a keypunch error)

ERROR: ADD ACTION FOR SOMEONE ON FILE
Add ("A") action code may not be specified for or applicator already on file.

ERROR: ACTION CODE ON BLANK CARD 1
ERROR: ACTION CODE ON BLANK CARD 2
ERROR: ACTION CODE ON BLANK CARD 3
ERROR: ACTION CODE ON BLANK CARD 4
Information must be coded on cards 1, 2, 3, or 4 if the Add ("A") or Change ("C") action code is specified.

ERROR: INVALID ACTION CODE ON CARD 1
Delete ("D"), Reactivate ("R"), Suspend ("S"), or Change ("C") action codes are the only valid action codes that may be specified on Card 1 for an applicator already on file.

ERROR: DELETE ACTION ON CARD 2
ERROR: REACTIVATE ACTION ON CARD 2
ERROR: SUSPEND ACTION ON CARD 2
ERROR: INVALID ACTION CODE ON CARD 2
ERROR: DELETE ACTION ON CARD 3
ERROR: REACTIVATE ACTION ON CARD 3
ERROR: SUSPEND ACTION ON CARD 3
ERROR: INVALID ACTION CODE ON CARD 3
ERROR: DELETE ACTION ON CARD 4
ERROR: REACTIVATE ACTION ON CARD 4
ERROR: SUSPEND ACTION ON CARD 4
ERROR: INVALID ACTION CODE ON CARD 4
Change ("C") action code is the only valid action code that may be specified on cards 2, 3, and 4 for an applicator already on file.

ERROR: LAST NAME WRONG FOR DELETE ACTION
Last name on Card 1 must match last name on file for a Delete ("D") action.

ERROR: CARD FOR NONEXISTENT TAPE RECORD
ID number on Cards 1, 2, 3, or 4 must match an ID number of an applicator already on file for a Delete ("D"), Reactivate ("R"), Suspend ("S"), or Change ("C") action.

ERROR: COMMODITY NUMBER ABSENT
Commodity number must be specified if additional commodity information is coded.

ERROR: INVALID COMMODITY NUMBER
Commodity number must be a number from 1 to 8.

ERROR: INVALID COMMODITY ACTION CODE ON CARD 4
Commodity action code may only be Change ("C"), Add ("A"), or Delete ("D").

ERROR: ADD ACTION FOR EXISTING COM
Commodity segment with a specific commodity number may not be added if a commodity segment with that specific commodity number is already on file.

ERROR: DELETE ACTION FOR ABSENT COM
Commodity segment with a specific commodity number may not be deleted if there is no existing commodity segment with that specific commodity number already on file.

ERROR: CHANGE ACTION FOR ABSENT COM
Commodity segment with a specific commodity number may not be changed if there is no existing commodity segment with that specific commodity number already on file.

ERROR: INVALID CATEGORY NUMBER
Category number may only consist of a number from 1 to 11 and an alphabetic character from A to J.

ERROR: INVALID CATEGORY ACTION CODE ON CARD 4
Category action code may only be Change ("C"), Add ("A"), or Delete ("D").

ERROR: ADD ACTION FOR EXISTING CAT
Commercial segment with a specific category number may not be added if a commercial segment with that specific category number is already on file.

ERROR: DELETE ACTION FOR ABSENT CAT
Commercial segment with a specific category number may not be deleted if there is no existing commercial segment with that specific category number already on file.

ERROR: CHANGE ACTION FOR ABSENT CAT
Commercial segment with a specific category number may not be changed if there is no existing commercial segment with that specific category number already on file.

ERROR: INVALID PEST ACTION CODE ON CARD 4
Pesticide action code may only be Change ("C"), Add ("A"), or Delete ("D").

ERROR: ADD ACTION FOR EXISTING PEST
Pesticide segment with a specific pesticide code may not be added if a pesticide segment with that specific pesticide code is already on file.

ERROR: DELETE ACTION FOR ABSENT PEST
Pesticide segment with a specific pesticide code may not be deleted if there is no existing pesticide segment with that specific pesticide code already on file.

ERROR: CHANGE ACTION FOR ABSENT PEST
Pesticide segment with a specific pesticide code may not be changed if there is no existing pesticide segment with that specific pesticide code already on file.

ERROR: ADD ACTION FOR EXISTING VIOL
Violation segment with a specific violation type may not be added if a violation segment with that specific violation type is already on file.

ERROR: DELETE ACTION FOR ABSENT VIOL
Violation segment with a specific violation type may not be deleted if there is no existing violation segment with that specific violation type already on file.

ERROR: CHANGE ACTION FOR ABSENT VIOL
Violation segment with a specific violation type may not be changed if there is no existing violation segment with that specific violation type already on file.

ERROR: BAD ACTION CODE FOR ADD PERSON
Add ("A") action code is the only valid action code for someone with an ID number coded beginning with an '='.

ERROR: CARD(s) ABSENT ON ADD ACTION
Applicators being added to the file MUST have a Card 1, Card 3, and Card 4.

ERROR: EXTRA CARD FOUND
Applicators being added to the file may not have more than 1 of Card 1, Card 2, or Card 3.

ERROR: LAST NAME ABSENT ON ADD ACTION
Applicators being added to the file MUST have the last name coded

ERROR: INVALID REG NO & INVALID CTY OF RES
Applicators being added to the file MUST have a valid region number or a valid county of residence.

Warning messages with explanations

WARNING: SUSPENDING A SUSPENDED PERSON
Suspend ("S") action code specified for an applicator presently suspended

WARNING: REACTIVATING AN ACTIVE PERSON
Reactivate ("R") action code specified for an applicator presently not suspended

WARNING: INVALID ID PREFIX GIVEN
A Id prefix if coded must be a "C" or "P"

WARNING: INVALID REGION NO GIVEN
Region number must be a number from 0 (zero) to nine

WARNING: INVALID ZIP CODE GIVEN
Zip code must be a 5-digit number

WARNING: INVALID COUNTY OF RESIDENCE GIVEN
County of residence must be a number from 01 to 64, excluding 58 and 59, or 99 (when STATE is not "NY")

WARNING: INVALID COUNTY OF EXAM GIVEN
County of exam must be a number from 01 to 64, excluding 58 and 59

WARNING: INVALID PASSED CORE GIVEN
Passed core must be a "Y" or "N"

WARNING: INVALID TIMES FAILED CORE GIVEN
Times failed core must be a number from 0 to 9

WARNING: INVALID TIMES FAILED GENERAL GIVEN
Times failed general must be a number from 0 to 9

WARNING: INVALID LAST DATE OF FAILURE GIVEN
Last date of failure must be a six digit number. It should be a valid date in the form month/ day/ year.

WARNING: INVALID EMPLOYEE GIVEN
Employee must be a "Y" or "N"

WARNING: INVALID BUSINESS NUMBER GIVEN
Business registration number must be a 5 digit number

WARNING: INVALID EXAM DATE GIVEN
Next exam date must be a 6 digit (numbers) valid date, in the form month/ day/ year

WARNING: INVALID APPLICATION DATE GIVEN
Application date must be a 6 digit (numbers) valid date, in the form month/day/ year

WARNING: INVALID FEE EXEMPT GIVEN
Fee exempt must be a "Y" or "N"

WARNING: INVALID DATE ISSUED COM
Date issued commodity must be a 6 digit (numbers) valid date, in the form month/day/year

WARNING: INVALID TIMES FAILED COM
Times failed commodity must be a number from 0 to 9

WARNING: INVALID TRAINING SESSIONS COM
Training sessions commodity must be a number from 0 to 9

WARNING: INVALID DATE FAILED COM
Date failed commodity must be a 6 digit (numbers) valid date, in the form month/day/year

WARNING: INVALID DATE ISSUED CAT
Date issued category must be a 6 digit (numbers) valid date, in the form month/day/year

WARNING: INVALID TIMES FAILED CAT
Times failed category must be a number from 0 to 9

WARNING: INVALID TRAINING SESSIONS CAT
Training sessions category must be a number from 0 to 9

WARNING: INVALID DATE FAILED CAT
Date failed category must be a 6 digit valid date in the form month/day/year

WARNING: INVALID DATE ISSUED PEST
Date issued pesticide must be a 6 digit valid date in the form month/day/year

WARNING: INVALID DATE ISSUED VIOL
Date of violation must be a 6 digit valid date in the form month/day/year

Documentation for Training Update Program
Explanation of 'Training Courses Error Listing'

'Training Courses Error Listing' lists errors encountered while updating the file with data on training course attendance. A sample of the report is shown and explained below.

03/28/76 NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - BUREAU OF PESTICIDE CONTROL 1
TRAINING COURSES ERROR LISTING

ID NO	NAME	COURSE NO	COUNTY	ERROR MESSAGE
P1-000077	CATALANO	4584	46	TRAINING COURSE DOES NOT APPLY TO SEGMENTS ON FILE
P1-000169	DI RAFFAELE	2524	49	TRAINING COURSE DOES NOT APPLY TO SEGMENTS ON FILE
P1-000181	STROH	0107		TRAINING COURSE DOES NOT APPLY TO SEGMENTS ON FILE

The data is explained as it appears by line on the report.

1) Line 1
   Header - "New York State Department of Environmental Conservation - Bureau of Pesticide Control." The date in the upper left hand corner is the date of run taken from the parameter card. The number in the upper right hand corner is the page number.

2) Line 2
   Report Heading - "Training Courses Error Listing"

3) Line 3
   Column Headings -
   a) ID NO - Permanent Identification Number
   b) NAME - Applicator's Last Name
   c) COURSE NO - Training Course Number
   d) County -
   e) Error Message

4) Line 4 through end of page
   Information on errors encountered while updating the file with results of training course attendance data.
   a) ID NO - The applicator's permanent identification number
      1) C or P prefix
      2) DEC home region number
      3) Six digit sequence number
   b) NAME - The applicator's last name
   c) COURSE NO - The number of the alleged course
   d) County - Two digit SWIS code of county in which course was allegedly given
   e) ERROR MESSAGE - Brief explanation of problem causing the update transaction to appear on the listing. The error messages are explained below:

TRAINING COURSE DOES NOT APPLY TO SEGMENTS ON FILE

None of the commodities or subcategories in the applicator's record can be credited with attendance at this course. The applicator received no credit for attending this course.

ATTENDANCE CARD FOR NONEXISTENT TAPE RECORD

The ID number indicated under ID NO is not a valid identification number. The applicator was not credited with attendance at this course.

NO SUCH COURSE ON COURSE FILE

The course number under COURSE NO is not a valid course number. The applicator received no credit for attendance at this course.

NO SEGMENTS ON FILE

The applicator was not certified in any subcategories or commodities; he received no credit for attending the course.

An example taken from the sample report on page 1 is explained. The example is "Di Raffaele" whose data is circled on the sample.

Di Raffaele has an ID number of P1-000169. He attended course number 2524 in county number 45 (Seneca). He received no credit for attending this course because the course is not relevant to any of the commodities or subcategories in which he has been certified.

The data shown on the sample report serves only as an example and should not be used as actual data for any of the applicators listed.

Documentation for Training Update Program
Explanation of 'Training Courses Error Listing'

'Training Courses Error Listing' lists errors encountered while updating the file with data on training course attendance. A sample of the report is shown and explained below.

1/12/76 NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - BUREAU OF PESTICIDE CONTROL
TRAINING COURSES ERROR LISTING

ID NO	NAME	COURSE NO	COUNTY	ERROR MESSAGE
P1-000077	CATALANO	6524	HB	TRAINING COURSE DOES NOT APPLY TO SEGMENTS ON FILE
P1-000169	DI RAFFAELE	2524	45	TRAINING COURSE DOES NOT APPLY TO SEGMENTS ON FILE
P1-000181	STORM	0107		TRAINING COURSE DOES NOT APPLY TO SEGMENTS ON FILE

The data is explained as it appears by line on the report.

1) Line 1
   Header - "New York State Department of Environmental Conservation - Bureau of Pesticide Control." The date in the upper left hand corner is the date of run taken from the parameter card. The number in the upper right hand corner is the page number.

2) Line 2
   Report Heading - "Training Courses Error Listing"

3) Line 3
   Column Headings -
   a) ID NO - Permanent Identification Number
   b) NAME - Applicator's Last Name
   c) COURSE NO - Training Course Number
   d) County -
   e) Error Message

4) Line 4 through end of page
   Information on errors encountered while updating the file with results of training course attendance data.
   a) ID NO - The applicator's permanent identification number
      1) C or P prefix
      2) DEC home region number
      3) Six digit sequence number
   b) NAME - The applicator's last name
   c) COURSE NO - The number of the alleged course
   d) County - Two digit SWIS code of county in which course was allegedly given
   e) ERROR MESSAGE - Brief explanation of problem causing the update transaction to appear on the listing. The error messages are explained below:

TRAINING COURSE DOES NOT APPLY TO SEGMENTS ON FILE

None of the commodities or subcategories in the applicator's record can be credited with attendance at this course. The applicator received no credit for attending this course.

ATTENDANCE CARD FOR NONEXISTENT TAPE RECORD

The ID number indicated under ID NO is not a valid identification number. The applicator was not credited with attendance at this course.

NO SUCH COURSE ON COURSE FILE

The course number under COURSE NO is not a valid course number. The applicator received no credit for attendance at this course.

NO SEGMENTS ON FILE

The applicator was not certified in any subcategories or commodities; he received no credit for attending the course.

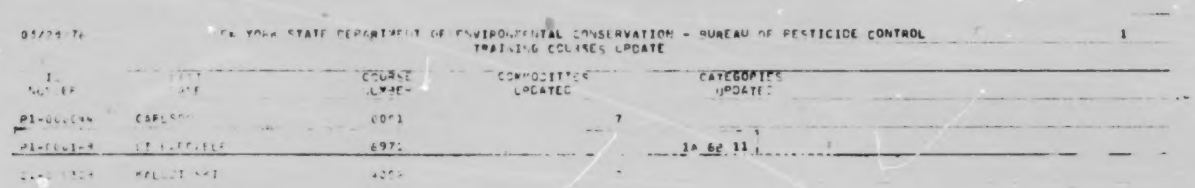
An example taken from the sample report on page 1 is explained. The example is "Di Raffaele" whose data is circled on the sample.

Di Raffaele has an ID number of P1-000169. He attended course number 2524 in county number 45 (Seneca). He received no credit for attending this course because the course is not relevant to any of the commodities or subcategories in which he has been certified.

The data shown on the sample report serves only as an example and should not be used as actual data for any of the applicators listed.

Documentation for Training Update Program
Explanation of 'Training Courses Update' Listing

'Training Courses Update' lists applicators who have attended training sessions to meet recertification requirements. A sample of the report is shown and explained below.



The data on the report is explained as it appears by line on the report.

1) Line 1
   Header - "New York State Department of Environmental Conservation - Bureau of Pesticide Control." The date in the upper left hand corner is the date of run and comes from the parameter card. The number in the upper right hand corner is the page number.

2) Line 2
   Report Heading - Training Courses Update

3) Lines 3 and 4
   Column Headings
   a) ID NUMBER - Applicator's permanent identification number
   b) LAST NAME
   c) COURSE NUMBER
   d) COMMODITIES UPDATED
   e) CATEGORIES UPDATED

4) Lines 5 through the end of page
   Information on courses attended by applicators, sequenced by permanent ID number.
   A) Applicator's permanent ID number
      1) C or P prefix
      2) Home DEC region number
      3) Six digit sequence number
   B) Applicator's Last Name as it appears on file
   C) Course Number - The valid four digit number of the course attended by the applicator. If an applicator has attended several courses, several lines of output will appear for the applicator.
   D) COMMODITIES UPDATED - The numbers of all the commodities an applicator has to which the course can be credited are shown under COMMODITIES UPDATED.
   E) CATEGORIES UPDATED - The designations of all the subcategories an applicator has to which the course can be credited are shown under CATEGORIES UPDATED.

An example taken from the sample report on page 1 is explained. The example is "Di Raffaele" whose data is circled on the sample.

Di Raffaele has ID number P1-000169. He took course number 6971 and received credit for recertification in subcategories 1A, 6B and 11.

The data on the sample serves only as an example and should not be used as actual data for those applicators listed.

Documentation for Training Course Update Program
Explanation of 'Training Update' Listing

TRAINING UPDATE lists each course in the training program and the commodities or categories to which they can be credited.

A sample of the report is given and explained below.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - BUREAU OF PESTICIDE CONTROL — 1
TRAINING UPDATE

COURSE NO	COMMODITIES 1 2 3 4 5 6 7 8	CATEGORIES 1 1 2 3 3 3 3 4 5 5 5 5 6 6 6 7 7 7 7 7 7 7 7 7 8 9 1 1 / 1A 1B 2A 2B 2C 2D 3A 3B 3C 4A 4B 4C 4D 5A 5B 5C 5D 5E 5F 5G 5H 5I 5J 10 01	COURSE DESCRIPTION	ACTION
0001	1 1 1	1 1 1 1 1 1	PEST	ACC
0001	1 1	1 1 1 1 1	PESTICIDE SAFETY	R-S*
0004	1	1	PREGNANT WOMEN	ACC
0020	1 1	1	MIXING	ACC
0107	1		HOW TO PICK YOUR NOSE	ACC
0430	1	1 1	TYPES OF FORMULATIONS	ACC
0489	1 1 1	1 1 1 1	PUBLIC HEALTH PEST CONTROL	ACC
1111	1 1 1	1 1 1 1 1	RATES OF APPLICATION	ACC
1132	1 1	1	RESEARCH PEST CONTROL	ACC
205A	1 1 1 1 1 1 1 1		HAZARDS OF SPECIFIC PESTICIDES	ACC
2529	1		REGULAR	ACC
2529		1 1	FOREST PEST CONTROL	R-S*
2733	1 1		REGULATORY PEST CONTROL	ACC
3014	1 1		STANDARDS OF COMPETENCY	ACC
4000		1 1 1	POPULATION DYNAMICS	ACC
4062	1 1 1 1		HOW TO WORK	ACC
4125	1 1		ANIMAL PESTICIDES	ACC
6104		1 1	DEMONSTRATION	ACC
6942	1 1 1		SEED TREATMENT	ACC
6971	1 1 1 1 1 1 1 1

4) Lines 6 through 30
Information on the training update transactions

A) Four digit course number - This is the four digit course number assigned to the course on the TRAINING UPDATE FORM under COURSE NUMBER.

B) COMMODITIES - Under the word COMMODITIES the numbers 1 through 8 appear. These numbers correspond to the numbers of the commodities and serve as column headings. A '1' under a commodity number indicates that the course will be credited toward recertification in that commodity.

C) CATEGORIES - Under the word CATEGORIES the category designations 1A through 11 appear. These designations correspond to the subcategories and serve as column headings. A '1' under a subcategory designation indicates that the course will be credited toward recertification in that subcategory.

D) COURSE DESCRIPTION - This is the thirty-nine character literal assigned to the course under COURSE DESCRIPTION on the TRAINING UPDATE form.

E) ACTION - This is an abbreviation indicating the result of this transaction. The abbreviations are explained in the footnotes on each page.

The abbreviations are:

R-I*:ACTION REJECTED - There was no valid action code on the transaction. Valid action codes are A,C, and D. No update occurred.
R-D*:DELETE ACTION REJECTED - There is no course on file with the course number specified on a delete action. No course has been deleted.

R-A*: ADD ACTION REJECTED - There already is a course on file with the course number specified on the add transaction. The transaction is rejected. Data for this course are not added to the file.

R-C*: CHANGE ACTION - There is no course on file with the course number specified by the change transaction. No course has been changed; the transaction has been rejected.

R-S*: DUPLICATE UPDATE CARD - ACTION REJECTED - Two update cards with the same course number were submitted. The second update card was rejected.

ADD: NEW RECORD ADDED TO FILE
Data for a new course was added to the file. The data as it is now on file is shown on the same line on the print-out.

CHG: OLD RECORD ON FILE CHANGED
Data for a course which was previously on file has been changed. The data for the course as it now appears on file is shown on the same line on the print-out.

SAME: OLD RECORD ON FILE NOT ALTERED
The record is shown as it appeared on file before the update processing and still appears on file.

DEL: OLD RECORD ON FILE DELETED
All the data for a course has been deleted from the file. The data as it was on file before the deletion is shown on the print-out.

An example taken from the sample report on page 1 is explained. The example is "PESTICIDE SAFETY" for which the information is circled on the sample.

"PESTICIDE SAFETY" was assigned course number 0001. It can be credited to commodities 3 and 6 and to subcategories 3A, 4, 6C, 7G and 11. However, the transaction was rejected because the number 0001 had already been assigned to the course called "PEST" (see line above circled line). The PESTICIDE SAFETY course must be assigned a different course number.

The data shown on the sample report serves only as an example and should not be taken as actual data for the courses listed.

Documentation for "Notices for Recertification - Renewal"

Output of Renewal Notice Printing Program

"Notices for Recertification - Renewal" lists every applicator who received either a first or a final renewal or recertification notice. A sample of the report is given and explained below.

09/04/82 NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - BUREAU OF PESTICIDE CONTROL
NOTICES FOR RECERTIFICATION - RENEWAL

ID NO	NAME	RECERTIFICATION	RENEWAL
P1-0[illegible]9	DI RAFFAELE	9 21 36 24	7
P1-0[illegible]479	KAPLAN		4
P1-0[illegible]549	FEIL		5
P1-0[illegible]919	RASWEILER		4
P0-000697	ABD'L-JABBAR		30

The report is explained as it appears line by line.

Line 1 -
Header - "New York State Department of Environmental Conservation - Bureau of Pesticide Control". The date in the upper left hand corner is the date of run. The number in the upper right hand corner is the page number.

Line 2 -
Report Heading - "Notices for Recertification - Renewal."

Line 3 -
Column Headings
A) ID NO - Permanent Identification Number
B) NAME - Applicator's Last Name
C) RECERTIFICATION
D) RENEWAL

Lines 4 through the end of the page
Information on applicators receiving renewal or recertification notices.
A) Permanent Identification Number
1) C or P prefix
2) Home DEC region number
3) Six digit sequence number
B) Applicator's last name
C) Recertification -
Under the word "Recertification", sequence numbers representing the commodities or subcategories for which the Recertification notice is being sent appear. The numbers range from 1 to 36 with numbers 1 through 8 representing the commodities and numbers 9 through 36 representing the subcategories. If the applicator is eligible for recertification in more than six (6) subcategories and commodities, two lines will appear.

D) Renewal -

Under the word "Renewal" sequence numbers representing the commodities or subcategories for which the renewal notice is being sent appear. The numbers range from 1 to 36 with numbers 1 through 8 representing the commodities and numbers 9 through 36 representing the subcategories. If the applicator is eligible for renewal in more than six (6) subcategories and commodities, more than one line will be printed.

E) Message

If an applicator is fee exempt, the message '* FEE EXEMPT *' will print to the right of his other data. If an applicator is suspended, the message '* SUSPENDED *' will appear to the right of his data. No notices will be printed for suspended applicators.

An example is taken from the sample printout on page 1. The example is Di Raffaele whose data is circled on the sample.

Di Raffaele's ID number is P1-000169. He must be recertified in areas 9, 21, 36 and 24 (these numbers correspond to Plant, Railroad, Aerial and Structural and Rodent Control-I). He needs to renew commodity 7, Household and Structural.

A sample of the notices Di Raffaele will receive is attached (attachment 1) and a draft of the notice form is also attached (attachment 2). The information shown on attachment 1 would be printed on forms like the one in attachment 2.

The information on attachment 1 is explained as it appears by line on each of the two notices Di Raffaele would receive.

First Notice for Di Raffaele

Line 1

'RENEWAL'- This word becomes part of the notice heading. The words PESTICIDE APPLICATOR CERTIFICATION NOTICE will be pre-printed on the notice form. The entire notice heading will read PESTICIDE APPLICATOR CERTIFICATION RENEWAL NOTICE.

Line 2

FINAL NOTICE - This is a final notice of renewal for Di Raffaele.

Line 3

04/04/82 - The date at the right is the notice date, i.e. the date on which the notice was printed.

Line 4

Information on the area in which Di Raffaele must renew.

Di Raffaele must renew his certification in 'Household and Structural'. His ID expired on 06/04/80 (almost two years ago) and his certificate will expire on 06/04/83. He has been credited with 3 courses toward recertification in this area and 'YES', this is enough courses for recertification. The number '7' is the sequence number for 'HOUSEHOLD AND STRUCTURAL' and this number will be keypunched when he returns the notice with his money. To renew he must send in $22.50.

Line 5
The total money Di Raffaele owes for renewal is $22.50.

Lines 6 through 9
Address label information:
First Line of label
Applicator's identification number: P1-000169
Code number to the right: The number '2' on the right indicates 'renewal' and will be keypunched when the notice is returned.
Second Line of label
Applicator's Name: ROSARIO J DI RAFFAELE
Third Line of label
Applicator's street address: 2053 ORINOCO DRIVE
Fourth Line of label
City, State and Zip: WEST ISLIP, NY 11795

Second Notice for Di Raffaele
Line 1
'RECERTIFICATION'- This word becomes part of the notice heading. The words PESTICIDE APPLICATOR CERTIFICATION NOTICE will be pre-printed on the notice. The entire notice heading will read:
PESTICIDE APPLICATOR CERTIFICATION RECERTIFICATION NOTICE.

Line 2
FINAL NOTICE - This is a final notice of recertification for Di Raffaele.

Line 3
04/04/82 - The date at the right is the notice date, i.e. the date on which the notice was printed.

Lines 4 through 7
Information on the areas in which Di Raffaele must be recertified.
Di Raffaele must be recertified for his certification in PLANT, RAILROAD, AERIAL APPLICATION, and STRUCTURAL AND RODENT CONTROL - I. His ID expired in 06/04/81 (the notice is a final notice because the ID has already expired). His certificate will expire 06/04/82. He has taken 4 courses in each area and 'YES' this is enough courses for recertification. The sequence numbers for his areas are 9, 21, 36 and 24; these numbers will be keypunched when he returns his notice with his money. Di Raffaele must pay $15.00 for each area in which he wishes to be recertified.

Line 5
Total Due - If Di Raffaele wants to be recertified in all four areas, he must pay a total of $60.00.

Lines 6 through 9
Address label information.
First Line of label
Applicator's Identification Number: P1-000169
Code number to the right: The number '1' to the right indicates 'recertification' and will be keypunched when the notice is returned.
Second through fourth line of label information:
Applicator's full name and address.

The information shown on these notices for Di Raffaele serves only as an example and should not be used as actual data for Di Raffaele. The information shown on the sample report on page 1 should not be used as actual data for any of the applicators listed.

'ATTACHMENT 1'

RENEWAL
FINAL NOTICE

04/04/82

HOUSEFOLD AND STRUCTURAL	06/04/8006/04/83	3	YES	7	$22.50
					$22.50

P1-000169 2
ROSARIO J DI RAFFAELE
2053 ORINOCO DRIVE
WEST ISLIP, NY 11795

RECERTIFICATION
FINAL NOTICE

04/04/82

PLANT	06/04/8106/04/82	4	YES	9	$15.00
RAILROAD	06/04/8106/04/82	4	YES	21	$15.00
AERIAL APPLICATION	06/04/8106/04/82	4	YES	36	$15.00
STRUCTURAL AND RODENT CONTROL-I	06/04/8106/04/82	4	YES	24	$15.00
					$60.00

P1-000169 1
ROSARIO J DI RAFFAELE
2053 ORINOCO DRIVE
WEST ISLIP, NY 11795

'ATTACHMENT 2'

NOTE: This ruling on this form may vary because of effect of atmospheric changes on paper. To insure accurate reproduction draw copy according to printed ruling

MOORE BUSINESS FORMS, INC.

SPACING CHART FOR MACHINE-WRITTEN FORMS

Customer Name _____ Customer Signature _____ Date _____ Factory Order No _____ Copy for Face of Part _____ Same

12ths 1 2 3 4 5 6 7 8 9 10

8ths 6ths 10ths

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
BUREAU OF PESTICIDES – ALBANY, NEW YORK 12233

PESTICIDE APPLICATOR CERTIFICATION RENEWAL/RECERTIFICATION **NOTICE**

CATEGORIES OR COMMODITIES	ID EXPIRES	CERTIFICATE EXPIRES	COURSES COMP	COURSES ENROLL	CODE #	NOTICE DATE MM/DD/Y CHECK	FEE DUE	FEE PAID
							TOTAL	

I HEREBY APPLY ETC, ETC

SIGNATURE X | DATE

1 D | code

NAME
AD
AD
CITY ST ZIP

-130-

'ATTACHMENT 2'

130

Documentation for "Accepted Applications for Recertification or Renewal"
Output of Renewal Application Processing Program

"Accepted Applications for Recertification or Renewal" lists those applicators being recertified.
A sample of the report is shown and explained below.

10/10/82 NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - BUREAU OF PESTICIDE CONTROL 1
ACCEPTED APPLICATIONS FOR RECERTIFICATION OR RENEWAL

ID NO	NAME	RECERTIFICATION	RENEWAL	CERTIFICATE NO
P1-000169	DI RAFFAELE	21 36 24		000101
P1-000549	FEIL		5	000038
P1-000619	PASWELLER		4	000043
PU-000697	ABDUL-JABBAR		30	000054

The report is explained as it appears line by line.

1) Line 1
   Heading - "New York State Department of Environmental Conservation - Bureau of Pesticide Control". The date in the upper left hand corner is the date of run. The number in the upper right hand corner is the page number.

2) Line 2
   Report Heading - "Accepted Applications for Recertification or Renewal"

3) Line 3
   Column Headings -
   A) ID NO - Identification Number
   B) NAME
   C) RECERTIFICATION
   D) RENEWAL
   E) CERTIFICATE NO- Certificate Number

4) Lines 4 through end of page
   Information on applicators being recertified.
   A) Applicator's Permanent Identification Number
      1) C or P identification prefix
      2) Home DEC region number
      3) Six digit identification number
   B) Applicator's Last Name
   C) Recertification
      Under the word RECERTIFICATION, the sequence numbers of the areas in which the new ID card and certificate are being issued appear.
   D) Renewal
      Under the word RENEWAL, the sequence numbers of the areas in which the new ID card is being issued appear.
   C) and D) The sequence numbers range from 01 to 36. The numbers 01 through 08 indicate the eight commodities. The numbers 09 to 36 represent the twenty-eight commercial subcategories.
   E) CERTIFICATE NO
      The number of the new certificate being issued.

An example is taken from the sample report on page 1. The example is "Di Raffaele" whose data is circled on the sample.

Di Raffaele has an ID number of P1-000169. He is being recertified in areas 21, 36, and 24, i.e. in Railroad, Aerial, and Structural and Rodent Control - I. His certificate number is 000101.

The sample report on page 1 serves only as an example and should not be used as actual data for the applicators listed.

Documentation for Recertification Certificate Printing Program
Explanation of 'Recertification/Renewal Error Listing

'Recertification/Renewal Error Listing' lists all the errors encountered while processing applications for renewal or recertification.

A sample of the report is shown below.

10/10/82 NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION - BUREAU OF PESTICIDE CONTROL 1
RECERTIFICATION/RENEWAL ERROR LISTING

ID NO	NAME	REST OF CARD		MESSAGE
000169	ROSARIO J DI RAFFAEL	01213624	000169 1	TRYING TO RECERTIFY OR RENEW SEGMENT NOT ON FILE
000479	MEYER KAPLAN	04	000479	MISSING TRAINING COURSES FOR RECERT OR RENEW

The report is explained as it appears line by line.

Line 1
Heading - "New York State Department of Environmental Conservation - Bureau of Pesticide Control." The date in the upper left hand corner is the processing date from the parameter card. The number in the upper right hand corner is the page number.

Line 2
Report Heading - "Recertification/Renewal Error Listing."

Line 3
Column Headings
A) ID NO - Identification Number
B) NAME
C) REST OF CARD
D) MESSAGE

Lines 4 through end of page
Information on applications with errors.
A) Permanent ID number - Six digit sequence number.
B) First twenty characters of applicator's name.
C) Columns 1 through 19 of recertification/renewal data card.
Columns 1 through 12 show up to 6 areas in which the applicator is applying for renewal.
Columns 13 through 18 show the applicator's 6 digit sequence number.
Column 19 shows the renewal/recertification code: "1" indicates recertification, "2" indicates renewal.
D) A message indicating the reason why the application appears on the error listing. The messages are explained below:

INVALID ID NO ON CARD -
The six digit sequence number on the recertification application card is not a valid ID number. This recertification application has been rejected; no ID card or certificate has been printed.

NO SEGMENTS MARKED TO BE RECERTIFIED OR RENEWED
The application does not indicate in which areas the applicator wishes to be recertified. This certification application has been rejected; no ID card or certificate has been printed.

TRYING TO RECERTIFY OR RENEW SEGMENT NOT ON FILE

The application indicates the applicator is trying to renew or recertify in an area for which there is no record on his file. If the applicator has applied for recertification or renewal in other areas in which he is eligible for recertification or renewal, he will receive an ID and/or a certificate for those areas.

INVALID SEGMENT MARKED ON CARD

One of the areas indicated for recertification is not a number between 01 and 36. If the applicator has applied for recertification in other areas for which valid numbers (between 01 and 36) have been punched, he will receive an ID and/or a certificate for those areas.

TRYING TO RECERT OR RENEW UNCERTED OR EXPIRED SEG

The application indicates the applicator is trying to renew or recertify in an area in which he has no current certification. If the applicator has applied for recertification or renewal in other areas in which he is eligible for recertification or renewal he will receive an ID and/or a certificate for those areas.

RECERT-RENEWAL CODE NOT EQUAL TO A 1 OR 2

The code number printed on the renewal/recertification notice to the right of the ID number was not correctly punched. No ID or certificate will be issued. A '1' indicates recertification; '2', renewal.

MISSING TRAINING COURSES FOR RECERT OR RENEW

The applicator has not attended the required number of training courses for recertification or the applicator had let his certification expire and has not taken the required training course for renewal. If the applicator is eligible for renewal or recertification in other areas, he will be issued an ID and/or a certificate in those other areas.

SUSPENDED APPLICATOR MAY NOT RENEW OR RECERTIFY

An applicator who is suspended has applied for renewal or recertification. The application is rejected; no ID and/or certificate is issued.

An example is taken from the sample report on page 1; the example is Rosario J. Di Raffaele whose data is circled on the sample.

The applicator's ID number is 000169 and the first 20 characters of his name are ROSARIO J DI RAFFAEL. The data on the REST OF CARD taken from the recertification application indicates that he wishes to recertify in areas 01, 21, 36 and 24 (Field and Forage, Railroad, Aerial and Structural and Rodent - I). The card also shows his ID is 000169. The '1' following the ID number indicates recertification. The error message is 'TRYING TO RECERTIFY OR RENEW SEGMENT NOT ON FILE.' This message indicates that one of the areas in which Di Raffaele applied to be recertified is an area for which there is no record on his file.

The sample report on page 1 serves only as an example and should not be taken as actual data for the applicators listed.

Root Segment:

Bytes	Length	Field
1	1	DEC Region number
2-7	6	Permanent id number
8	1	C or P prefix
9-28	20	Last name
29-41	13	First name and middle initial
42-74	33	First line of street address
75-107	33	Second line of street address
108-127	20	City
128-129	2	State
130-134	5	Zip code
135-144	10	Telephone number
145-146	2	County of residence code
147-148	2	County of exam code
149	1	Passed core
150	1	Number of times failed core exam
151	1	Number of times failed general exam
152-157	6	Date of last failure
158	1	Employee of reg. or com. applicator
159-163	5	Business registration number
164	1	Outstanding application
165-170	6	Date of exam
171-176	6	Date of application
177	1	Fee Exemption
178-183	6	Certificate number
184	1	Suspension
185	1	Commodity exam flag
186	1	Category exam flag
187	1	Commodity recertification counter
188-190	3	Filler
191-192	2	Number of commodity segments
193-194	2	Number of commercial segments
195-196	2	Number of pesticide segments
197-198	2	Number of violations segments

Commodity Segment:

Bytes	Length	Field
1	1	Commodity number
2-7	6	Date of issue
8	1	Times failed commodity exam
9	1	Number of training sessions attended
10-15	6	Date of failure
16	1	Outstanding application

Commercial Segment:

Bytes	Length	Field
1-2	2	Category number
3	1	Filler
4	1	Category recertification counter
5-10	6	Date of issue
11	1	Times failed category exam
12-17	6	Date of failure
18	1	Number of training sessions attended
19	1	Outstanding application

Pesticide Segment:

Bytes	Length	Field
1-2	2	Pesticide code
3-8	6	Date of issue

Violations Segment:

Bytes	Length	Field
1-2	2	Type of violation
3-8	6	Date of violation

Documentation for the Master File

Root segment:

Region number

The region number is a number 0-9; 0 for any state other than New York and 1-9 depending upon the county of residence in New York.

Permanent id number

The permanent id number consists of a 5 digit sequence number assigned to the applicator when she/he is added to the file and a check digit determined by the sequence number.

C or P prefix

The prefix is either a C for "commercial" applicator or P for "private" applicator.

Last Name

The last name is simply the applicator's last name left-justified.

First Name

The first name is the applicator's first name and possibly middle initial left-justified.

First line of street address

The first line of address is the applicator's first line of address left-justified.

Second line of street address

The second line of address is the applicator's second line of address left-justified if one exists, or spaces if one does not.

City

The city is the applicator's city of residence left-justified.

State

The state is the standard two letter post office abbreviation of the applicator's state of residence.

Zip code

The zip code is the 5 digit code appropriate for the applicator's residence.

Telephone number

The telephone number consists of the applicator's 3 digit area code and the 7 digit number.

County of residence code

The county of residence code is a 2 digit number 01-57, 60-64, or 99 (out of state) from the New York State county code chart depending upon the applicator's county of residence.

County of exam code

The county of exam code is a 2 digit number 01-57 or 60-64 from the SWIS county code chart depending upon the applicator's county of exam.

Passed core
The passed core field contains either a 'N' or 'Y' indicating whether the applicator has passed the core exam ('N' indicates he has not passed; 'Y' indicates he has passed).

Number of times failed core exam
This field contains a number, 0-9, indicating the number of times the core exam has been failed. Once the applicator passes the core exam, a zero is moved to this field.

Number of times failed general exam
This field contains a number, 0-9, indicating the number of times the commercial applicator has failed the general exam. This is not zero filled when the general exam is passed.

Date of last failure
The date of last failure is the most recent failure date in the form YYMMDD. If there are no failures at the present, the field is zero filled.

Employee of reg. or com. applicator
This field contains a 'N' or 'Y' depending on whether the applicator is an employee of a certified applicator or registered pesticide business. ('N' indicates he is not an employee; 'Y' indicates he is an employee).

Business registration number
The business registration number is a 5 digit number and should only be present if the previous employee field contains a 'Y'. If the employee field contains a 'N', the business registration number should contain spaces.

Outstanding application
The outstanding application field contains a 'Y' if the applicator has applied to take either a commodity or category exam, but the file has not yet been updated with the results of this exam. The field contains a 'N' if there are no such outstanding applications to take exams.

Date of exam
The date of exam is the most recent date an applicator took an exam or plans to take an exam. The date is in the form YYMMDD.

Date of application
The date of application is the most recent date an applicator applied to take an exam. The date is in the form YYMMDD.

Fee exemption
The fee exemption field contains a 'Y' if the applicator is exempt from paying fees or it contains a 'N' or a space if the applicator is not exempt.

Certificate number
The certificate number is the 6 digit number of the most recent certificate the applicator has received. If the applicator has never received a certificate, the field will be zero filled.

Suspension
The suspension field indicates an applicator is suspended by a 'S'. An applicator that has been suspended and subsequently reactivated will have a 'R' in this field. An applicator that has never been suspended will have a space in this field.

Commodity exam flag
The commodity exam flag is used to indicate outstanding results on one or more commodity exams. This is indicated by a '1'. When there are no outstanding commodity results, this field contains a zero.

Category exam flag
The category exam flag is used to indicate outstanding results on one or more category exams. This is indicated by a '1'. When there are no outstanding category results, this field contains a zero.

Commodity recertification counter
This counter keeps track of the number of years that have elapsed after certified commodities were not renewed or recertified at the appropriate time.

Number of commodity segments
This field must contain a number, 0-8, indicating the number of commodity segments the applicator has on file.

Number of commercial segments
This field must contain a number, 0-28, indicating the number of commercial segments the applicator has on file.

Number of pesticide segments
This field must contain a number, 0-10, indicating the number of pesticide segments the applicator has on file.

Number of violations segments
This field must contain a number, 0-5, indicating the number of violations segments the applicator has on file.

Commodity Segment:
Commodity number
The commodity number is a number, 1-8, indicating to which commodity the information in the particular segment pertains.

Date of issue
The date of issue is a date in the form YYMMDD or is zero filled. This field is used in several programs to store dates that indicate the current status of the particular segment. Ultimately, it should contain the date six years before the expiration date for the certificate issued in this commodity.

Times failed commodity exam
This field contains a number, 0-9, indicating the number of times the applicator has failed the particular commodity exam. Once the applicator passes the commodity exam, a zero is moved to this field.

Number of training sessions attended
The number of training sessions attended that are relevant to the particular commodity is indicated by a number, 0-9. A zero is moved to this field when a new certificate is issued for this particular commodity.

Date of failure
The date of failure is the most recent failure date for the particular commodity in the form YYMMDD. If there have been no failures or the exam is finally passed, the field is zero filled.

Outstanding application
The outstanding application field contains a 'Y' if the applicator has applied to take an exam in this commodity and has not yet taken the exam. Otherwise, the field contains a 'N'.

Commercial Segment:
Category number
The category number is a number, 1-28, indicating to which category the information in the particular segment pertains.

Category recertification counter
This counter keeps track of the number of years that have elapsed after the certified category was not renewed or recertified at the appropriate time.

Date of issue
The date of issue is a date in the form YYMMDD or is zero filled. This field is used in several programs to store dates that indicate the current status of the particular segment. Ultimately, it should contain the date five years before the expiration date of the certificate issued in this category.

Times failed category exam
This field contains a number, 0-9, indicating the number of times the applicator has failed the particular category exam. Once the applicator passes the category exam, a zero is moved to this field.

Date of failure
The date of failure is the most recent failure date for the particular category in the form YYMMDD. If there have been no failures or the exam is finally passed, the field is zero filled.

Number of training sessions attended
The number of training sessions attended that are relevant to the particular category is indicated by a number, 0-9. A zero is moved to this field when a new certificate is issued for this particular category.

Outstanding application
The outstanding application field contains a 'Y' if the applicator has applied to take an exam in the category and has not yet taken the exam. Otherwise, the field contains a 'N'.

Pesticide Segment:
Pesticide code
The pesticide code field contains a valid 2 character pesticide code.

Date of issue
The date of issue is a date in the form YYMMDD or is zero filled.

Violations Segment:
Type of violation
The type of violation field contains a valid 2 character violation type.

Date of violation
The date of violation is a date in the form YYMMDD or is zero filled.

Keypunch Instructions

System: Pesticide Certification Document: Certification Update

General directions: alphabetic fields will be left justified with blank fill. For any field not coded use spaces. Any card not coded need not be punched. Numeric fields will be right justified with leading zero fill.

	Column #'s	# of Columns	Type	Identification & Instr.
Card 1	1-2	2	-	Blank
	3-8	6	N	Identification number (or) '=' followed by serial #
	9	1	A	Action code
	10	1	N	Card type = '1'
	11	1	A	I.D. Prefix
	12	1	N	Region
	13-32	20	A	Last Name
	33-45	13	A	First Name & Middle Initial
	46-80	35	-	Blank
Card 2	1-2	2	-	Blank
	3-8	6	N	Dup. Identification Number if card '1' was punched (or) punch Identification No.
	9	1	A	Dup. action if card '1' was punched or punch ACTION
	10	1	N	Card type = '2'
	11-43	33	A	Street Address
	44-76	33	A	Street Address
	77-80	4	-	Blank
Card 3	1-2	2	-	Blank
	3-8	6	N	Dup Identification Number from card '1' or card '2' if punched or punch Ident. #
	9	1	A	Dup Action from card '1' or card '2' if punched or punch from ACTION
	10	1	N	Card Type = '3'
	11-30	20	A	City
	31-32	2	A	State-standard 2 letter abbrev.
	33-37	5	N	Zip Code
	38-47	10	N	Telephone number
	48-49	2	N	County of Residence (SWIS) code
	50-51	2	N	County of exam (SWIS) code
	52	1	A	Passed core
	53	1	N	Times Failed Core
	54	1	N	Times failed general

	Column #'s	# of Columns	Type	Identification & Instr.
Card 3 cont'd	55-60	6	N	Last date of failure:MM/DD/YY
	61	1	A	Employee
	62-66	5	N	Business Registration No.
	67-72	6	N	Next Exam date:MM/DD/YY
	73-78	6	N	Application date:MM/DD/YY
	79	1	A	Fee exempt
	80	1	-	Blank
Card 4	1-2	2	-	Blank
	3-8	6	N	Dup. Identification Number from card '1' or '2' or '3' or punch Identification Number
	9	1	A	Dup action from card '1', '2' or '3' if punched or punch from ACTION
	10	1	N	Card Type = '4'
	11	1	A	Commodity Action
	12	1	N	Commodity Number
	13-18	6	N	Date Issued:MM/DD/YY
	19	1	N	Times failed
	20	1	N	Training
	21-26	6	N	Date failed:MM/DD/YY
	27	1	A	Commercial Action
	28-29	2	N	Category Number
	30	1	A	Subcategory
	31-36	6	N	Date Issued:MM/DD/YY
	37	1	N	Times failed
	38	1	N	Training
	39-44	6	N	Date failed:MM/DD/YY
	45	1	A	Pesticide Action
	46-47	2	N	Code
	48-53	6	N	Date:MM/DD/YY
	54	1	A	Violation Action
	55-56	2	N	Type
	57-62	6	N	Date:MM/DD/YY
	63-80	18	-	Blank

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
BUREAU OF PESTICIDES

CERTIFICATION UPDATE

Identification Number	3 – 8

Action (1)	9

ACTION CODES:
A – Add R – Reactivate
C – Change S – Suspend
D – Delete

CARD TYPE	10 1
I. D. Prefix (1)	11
Region (1)	12
Last Name (20)	13 – 32
First Name (13)	33 – 45

C = Commercial P = Private

CARD TYPE	10 2
Street Address (33)	11 – 43
Street Address (33)	44 – 76

CARD TYPE	10 3
City (20)	11 – 30
State (2)	31 – 32
Zip Code (5)	33 – 37
Phone Number (10)	38 AREA CODE – 47
County of Residence Code (2)	48 – 49
County of Exam Code (2)	50 – 51
Passed Core (1)	52
Times Failed Core (1)	53
Times Failed General (1)	54
Last Date of Failure (6)	55 Month / Day / Year 60
Employee (1)	61
Business Registration No. (5)	62 – 66
Next Exam Date (6)	67 Month / Day / Year 72
Application Date (6)	73 Month / Day / Year 78
Fee Exempt (1)	79

Y = Yes N = No

CARD TYPE	10 4
COMMODITY ACTION (1)	11
Commodity Number (1)	12
Date Issued (6)	13 Month / Day / Year 18
Times Failed (1)	19
Training (1)	20
Date Failed (6)	21 Month / Day / Year 26
COMMERCIAL ACTION (1)	27
Category Number (2)	28 – 29
Sub Category (1)	30
Date Issued (6)	31 Month / Day / Year 36
Times Failed (1)	37
Training (1)	38
Date Failed (6)	39 Month / Day / Year 44
PESTICIDE ACTION (1)	45
Code (2)	46 – 47
Date (2)	48 Month / Day / Year 53
VIOLATION ACTION (1)	54
Type (2)	55 – 56
Date (6)	57 Month / Day / Year 62

DATA SET LAYOUT

TRAINING COURSE DATA CARDS

Position	Length	Field
1-4	4	Training Course Number
(5-12	8)	Private Commodities as checked: Commodities not checked remain blank
5	1	Field and Forage = '1' if course applies, otherwise blank
6	1	Fruit = '1' if course applies, otherwise blank
7	1	Vegetable = '1' if course applies, otherwise blank
8	1	Greenhouse = '1' if course applies, otherwise blank
9	1	Nursery = '1' if course applies, otherwise blank
10	1	Livestock = '1' if course applies, otherwise blank
11	1	Household = '1' if course applies, otherwise blank
12	1	Aquatic = '1' if course applies, otherwise blank
(13-40	28)	Commercial Subcategories as checked: Subcategories not checked remain blank
13	1	Agricultural Plant = '1' if course applies, otherwise blank
14	1	Animal = '1' if course applies, otherwise blank
15	1	Forest = '1' if course applies, otherwise blank
16	1	Arborist = '1' if course applies, otherwise blank
17	1	Landscaper = '1' if course applies, otherwise blank
18	1	Nurseryman = '1' if course applies, otherwise blank
19	1	Turf Management = '1' if course applies, otherwise blank
20	1	Seed Treatment = '1' if course applies, otherwise blank
21	1	Aquatic Vegetation = '1' if course applies, otherwise blank
22	1	Aquatic Insect = '1' if course applies, otherwise blank
23	1	Fish = '1' if course applies, otherwise blank
24	1	Highway = '1' if course applies, otherwise blank
25	1	Railroad = '1' if course applies, otherwise blank
26	1	Utility and Pipeline = '1' if course applies, otherwise blank
27	1	Struc. and Rodent-C = '1' if course applies, otherwise blank
28	1	Struc. and Rodent-I = '1' if course applies, otherwise blank
29	1	Fumigation-C = '1' if course applies, otherwise blank
30	1	Fumigation-I = '1' if course applies, otherwise blank
31	1	Termite Control-C = '1' if course applies, otherwise blank
32	1	Termite Control-I = '1' if course applies, otherwise blank
33	1	Veterinary = '1' if course applies, otherwise blank
34	1	Lumber and Woodproducts = '1' if course applies, otherwise blank
35	1	Construction = '1' if course applies, otherwise blank
36	1	Food Manufacturing = '1' if course applies, otherwise blank
37	1	Public Health = '1' if course applies, otherwise blank
38	1	Regulatory = '1' if course applies, otherwise blank
39	1	Demonstration = '1' if course applies, otherwise blank
40	1	Aerial Application = '1' if course applies, otherwise blank
41-79	39	Course Description
80	1	Action A=add, C=change, D=delete

Data Set Layout

Renewal Notice Data Cards

These cards are punched from the returned renewal/recertification notices.

Column	Length	Field
(1-12	12)	Commodity and Subcategory numbers. These numbers will range from 01 to 36, with 01 to 08 being the commodity numbers and 09 to 36 being the subcategory numbers plus 8.
1-2	2	Number of first commodity or subcategory in which applicator is applying for renewal.
3-4	2	Number of second commodity or subcategory in which applicator is applying for renewal.
5-6	2	Number of third commodity or subcategory in which applicator is applying for renewal.
7-8	2	Number of fourth commodity or subcategory in which applicator is applying for renewal.
9-10	2	Number of fifth commodity or subcategory in which applicator is applying for renewal.
11-12	2	Number of sixth commodity or subcategory in which applicator is applying for renewal. Note: if an applicator is eligible for renewal in more than six areas, he will receive more than one notice (each notice having information for only six areas). One card will be punched from each notice returned; thus there may be several cards for one applicator.
13-18	6	Identification Number (sequence number following hyphen '-').
19-38	20	Applicator's name (for information in finding errors only)
39	1	Recertification Code values: 1=recertifying 2=renewing
40-80	41	filler

Data Set Layout

Recertification Training Roster Cards

Column	Length	Field
1-4	4	Course Number
5-6	2	County Code (information only)
7-14	8	ID prefix followed by D.E.C. Region Number followed by ID number
15-34	20	Name (information only)
35-80	46	filler - blank

Data Set Layout Course Record

The layouts of the records on the training file and the update cards are the same.

Bytes	Length	Field
1-4	4	Course number
5-12	8	Commodities to which the course is applicable
13-40	28	Categories to which the course is applicable
41-79	39	Course description
80	1	Filler (or Action for update cards)

Keypunch Procedures for Pesticide Certification Application

All cards

Cols.	Field	
1-6	ID No. or Form Serial	numeric

Instructions - for all cards

Punch the six digits following the hyphen under permanent ID NO. If these spaces are blank, punch '=' followed by the 5 digits in the upper left hand corner.

Card 1

Cols.	Field	
7	Card code	value '1'
8-27	APPLICANT'S LAST NAME	left justify
28-40	FIRST, M.I.	left justify
41	1 YES or 2 NO	
42	1 Private or 2 Commercial	
43-48	1 Field & Forage through 6 Livestock and Poultry	
49-50	Leave blank	
51-64	A. Plant through C. Utility and pipeline	
65-78	A. Structural and rodent through 11 Aerial application	

Instructions for Card 1

Cols.	
7	Punch the number '1'
8-27	Left justify alpha
28-40	Left justify alpha
41	punch number '1' if yes is checked; punch number '2' if No is checked.
42	Punch '1' if 1. Private is checked; punch '2' if 2. Commercial is checked.
43-48	Punch the number '1' for each box checked; otherwise leave blank. For example, if 2 Fruit and 6 Livestock and Poultry are checked, punch a '1' in col. 44 and a '1' in col. 48. Leave columns 43, 45, 46 and 47 blank.
51-64	Punch number '1' for each box checked; otherwise leave blank. For example, if C. Fish (under 5. AQUATIC) is checked, punch a '1' in column 61; leave columns 51-60 and columns 62-64 blank.
65-78	Punch the number '1' for each box checked; otherwise leave blank. For example, if H. Lumber and Wood Products (under 7. Industrial, Institutional and Structural) is checked, punch a '1' in column 72, leave columns 65-71 and columns 73-78 blank.

Card 2

Cols.	Field	
7	Card code	value '2'
8-37	Home Address (Street)	left justify
38-47	Phone No.	right justify
48-77	(street)	left justify
78-79	County of residence code	numeric, left zero fill

Instructions for Card 2

Cols.	
7	Punch the number '2'
8-37	Left justify; alphanumeric.
38-47	If less than 10 digits, right justify.
48-77	Left justify; alphanumeric.
78-79	Numeric, left zero fill.

Card 3

Cols.	Field	
7	Card code	value '3'
8-24	City	
25-26	State	alpha
27-31	ZIP CODE	numeric
32-37	EXAM DATE	
38-39	COUNTY IN WHICH YOU WISH to be tested code	numeric, left zero fill
40-44	BUSINESS REG. NO.	numeric

Instructions for Card 3

Cols.	
7	Punch the number '3'
8-24	Left justify; alphanumeric.
25-26	Alpha.
27-31	Numeric.
32-37	Punch as follows: Cols. 32-33 - numeric left zero fill. 34-35 - numeric left zero fill. 36-37 - numeric.
38-39	Numeric, left zero fill.
40-44	Numeric, if less than 5 digits, left zero fill. If more than 5 digits or if not filled in, leave blank.

Instructions for Filling Out the Application Form

PERMANENT I.D. No.

First time applicators leave blank.

Do not fill in I.D. number assigned in the Spring of 1975; new I.D. numbers were assigned in the Fall of 1975 and these are the numbers which must be used.

APPLICANT'S NAME

In the spaces provided, PRINT last name only. The first name must be printed separately under the heading FIRST, M.I.

FIRST, M.I.

In these spaces, print first name and M.I. First name should not be printed in the spaces under the heading APPLICANT'S NAME.

ARE YOU A CERTIFIED.....

Check one box.

PRIVATE OR COMMERCIAL

Check the box indicating the classification which applies as defined below.

PRIVATE COMMODITIES AND COMMERCIAL CATEGORIES

Commercial applicators, except those in Aquatic or Household and Structural, who have not yet passed the general exam, check (x) the private commodity exam(s) (1. FIELD and FORAGE through 6. LIVESTOCK and POULTRY) in which you must be tested now.

All private applicators, check (x) the private commodity exam(s) in which you wish to be tested now.

HOME ADDRESS

Print clearly, one character per space.

PHONE NO.

Write one number in each space. Be sure to include the area code.

STREET

If you need two lines to write your street address, print the second line here.

COUNTY OF RESIDENCE CODE

Find your county in the table below. In the spaces provided, write the two digit code printed in front of your county.

CITY

Print the name of your city.

STATE

Use post office abbreviations, e.g. 'NY' for New York.

ZIP CODE

Write one number in each space provided.

EXAM DATE
Write the numbers of the month, day, and year in the spaces provided.

County in which you wish to be tested CODE
Find the county in the table below. In the spaces provided, write the code printed in front of the county name.

BUSINESS REG. NO.
If yes, write five (5) digits.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
BUREAU OF PESTICIDES – ALBANY, NEW YORK 12233

APPLICATION FOR PESTICIDE APPLICATOR CERTIFICATION EXAMINATION

PLEASE PRINT ONLY ONE CHARACTER PER SPACE. DO NOT FILL-IN PERMANENT I.D. NO. IF YOU ARE APPLYING FOR THE FIRST TIME. DO NOT DETACH ANY COPIES.

PERMANENT I.D. NO. | 1 | APPLICANT'S NAME | First, M.I.

ARE YOU A CERTIFIED APPLICATOR OR HAVE YOU EVER APPLIED FOR EXAMINATION BEFORE? ☐ 1 Yes ☐ 2 No

X) the group in which you wish to be certified. You MUST (X) either Private or Commercial, then (X) as many Private OR Commercial categories in which you wish to be tested.*

☐ 1 PRIVATE

- ☐ 1 Field & Forage
- ☐ 2 Fruit
- ☐ 3 Vegetable
- ☐ 4 Greenhouse and Florist
- ☐ 5 Nursery, Ornamentals
- ☐ 6 Livestock and Poultry

☐ 2 COMMERCIAL

1. AGRICULTURAL
   - ☐ a. Plant
   - ☐ b. Animal
2. ☐ FOREST
3. ORNAMENTAL AND TURF
   - ☐ a. Arborist
   - ☐ b. Landscaper
   - ☐ c. Nurseryman
   - ☐ d. Turf Management
4. ☐ SEED TREATMENT
5. AQUATIC
   - ☐ a. Vegetation
   - ☐ b. Insect
   - ☐ c. Fish
6. RIGHT-OF-WAY
   - ☐ a. Highway
   - ☐ b. Railroad
   - ☐ c. Utility and pipeline
7. INDUSTRIAL, INSTITUTIONAL AND STRUCTURAL
   - ☐ a. Structural and rodent control – Commercial †
   - ☐ b. Structural and rodent control – Industrial †
   - ☐ c. Fumigation – Commercial †
   - ☐ d. Fumigation – Industrial †
   - ☐ e. Termite control – Commercial †
   - ☐ f. Termite control – Industrial †
   - ☐ g. Veterinary
   - ☐ h. Lumber and wood products
   - ☐ i. Construction
   - ☐ j. Food manufacturing and processing

   † Commercial – Anyone applying pesticides to the property of another.
   † Industrial – Anyone applying pesticides to their own premises or work locatio
8. ☐ PUBLIC HEALTH
9. ☐ REGULATORY
10. ☐ DEMONSTRATION
11. ☐ AERIAL APPLICATION

* DEFINITIONS:

Private Applicator means a certified applicator who uses or supervises the use of any pesticide which is classified for restricted use for purposes of producing any agricultural commodity on property owned or rented by him or his employer or (if applied without compensation other than trading of personal services between producers of agricultural commodities) on the property of another person. Examples: Farmer, Orchardist, Greenhouse Operator, Sod Grower, Estate Gardener on a Single Estate, Cemetery Gardener raising a horticultural crop for use in a Cemetery, Forester, Livestock Raiser, Fur Rancher, Bee Keeper. Private applicators not using restricted pesticides do not have to be certified.

Commercial Applicator means a certified applicator (whether or not he is private applicator with respect to some uses) who uses or supervises the use o any pesticide for any purpose or on any property other than as provided by th definition of "private applicator".

2 | HOME ADDRESS (Street) | PHONE NO. Area

(STREET) | COUNTY OF RESIDENCE | COI

3 | CITY | STATE | ZIP CODE | EXAM. DATE / / / | COUNTY IN WHICH YOU WISH TO BE TESTED | COI

CODE	COUNTY	CODE	COUNTY	CODE	COUNTY	CODE	COUNTY	CODE	COUNTY	CODE	COUNTY
99	Out of State residences	11	Cortland	22	Jefferson	33	Orange	44	Schuyler	55	Westchester
01	Albany	12	Delaware	23	Lewis	34	Orleans	45	Seneca	56	Wyoming
02	Allegany	13	Dutchess	24	Livingston	35	Oswego	46	Steuben	57	Yates
03	Broome	14	Erie	25	Madison	36	Otsego	47	Suffolk	60	Bronx
04	Cattaraugus	15	Essex	26	Monroe	37	Putnam	48	Sullivan	61	Kings
05	Cayuga	16	Franklin	27	Montgomery	38	Rensselaer	49	Tioga	62	New York
06	Chautauqua	17	Fulton	28	Nassau	39	Rockland	50	Tompkins	63	Queens
07	Chemung	18	Genesee	29	Niagara	40	St. Lawrence	51	Ulster	64	Richmond
08	Chenango	19	Greene	30	Oneida	41	Saratoga	52	Warren		
09	Clinton	20	Hamilton	31	Onondaga	42	Schenectady	53	Washington		
10	Columbia	21	Herkimer	32	Ontario	43	Schoharie	54	Wayne		

BUSINESS ADDRESS (Street) | CITY | STATE | ZIP CODE

FULL TIME OCCUPATION | Are you an employee of a Certified Applicator or Registered Pesticide Business? ☐ Yes ☐ No | If "Yes", Give Business Reg. No

Are you in the business of raising an Agricultural Commodity? ☐ Yes ☐ No | If "Yes", Give Type of Crop(s) and Location | TYPE OF CROP(S)

LOCATION OF CROP(S)

I hereby affirm under penalty of perjury that information provided on this form is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

SIGNATURE
X

DATE

44-19-1 (10/75)

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Instructions on Filling Out the Answer Key

Update Forms

There are three Answer Key update forms: COMMODITY ANSWERS, CORE ANSWERS and SUBCATEGORY ANSWERS.

To complete the commodity update form:

COMMODITY NUMBER

Under the heading COMMODITY NUMBER, enter a number from 1 to 8 to indicate the commodity exam for which you are giving answers.

The commodity exams are numbered as follows:

1. Field and Forage
2. Fruit
3. Vegetable including Potatoes
4. Greenhouse and Florist
5. Nursery, Ornamentals and Turf
6. Dairy Livestock and Poultry
7. Household and Structural
8. Aquatic

CROP NUMBER

Under the heading CROP NUMBER, enter a number from 01 to 15 to indicate the crop for which you are giving answers. For exams which do not allow a choice of crops, i.e. for commodities 6, 7, and 8, enter the number 01 as the crop number. For exams which allow a choice of crops, number the list of crops on the exam sequentially and enter the sequence number of the crop for which you are giving answers.

PEST NUMBER

Under the heading PEST NUMBER, enter a number from 01 to 36 to indicate the pest for which you are giving answers.

QUES1

Under the heading QUES1, enter the numbers of the correct answers for the first question on the commodity exam whose number you entered under COMMODITY NUMBER when the crop and pest you entered are chosen. You may enter three correct answers. For example, if answer choices 1, 3 and 5 are all correct, enter 135 under QUES1.

QUES2

Under the heading QUES2, enter the numbers of the correct answers for the second question on the commodity exam whose number you entered under COMMODITY NUMBER when the crop and pest you entered are chosen. You may enter three correct answers.

QUES3

Under the heading QUES3, enter the numbers of the correct answers for the

third question on the commodity exam whose number you entered under COMMODITY NUMBER when the crop and pest you entered are chosen. You may enter three correct answers.

QUES4

Under the heading QUES4, enter the numbers of the correct answers for the fourth question on the commodity exam whose number you entered under COMMODITY NUMBER when the crop and pest you entered are chosen. You may enter three correct answers.

QUES5

Under the heading QUES5, enter the numbers of the correct answers for the fifth question on the commodity exam whose number you entered under COMMODITY NUMBER when the crop and pest you entered are chosen. You may enter three correct answers.

ACTION

Enter an A or a C to indicate an add or a change transaction.

To add answers for a commodity, crop and pest combination for which there are no answers currently in the answer key, code an 'A.'

To change answers for a commodity, crop and pest combination for which there are answers already in the answer key, code a 'C.' All correct answers must be coded under the ANSWER columns.

To complete the CORE Answer update form:

CORE NUMBER:

Under this column the numbers 1 through 9 are already coded. These numbers correspond to the numbers of the core exams.

ANSWERS:

Under the word 'ANSWERS:' the numbers 1 through 40 appear; these numbers correspond to the forty questions on the core exam and serve as column headings for the answers to those questions.

To add or change the answers for a core exam, find the number of the core exam in the column headed CORE NUMBER; on the same line enter the answers for the forty questions. Enter only one number as the correct answer choice for each core question.

ACTION CODE

Under ACTION CODE enter an A to indicate an add transaction or a C to indicate a change transaction.

To add answers for a core exam for which there are no answers in the answer key, code an A under ACTION CODE.

To change answers for a core exam for which there are answers already in the answer key, code a C under ACTION CODE.

To complete the SUBCATEGORY Update Form:

SUBCATEGORY NUMBER:

Under this column the numbers 01 through 28 are already coded. These numbers correspond to the numbers of the subcategory exams as follows:

01	Plant	15	Structural and Rodent Control - C
02	Animal	16	Structural and Rodent Control - I
03	Forest	17	Fumigation - C
04	Arborist	18	Fumigation - I
05	Landscaper	19	Termite Control - C
06	Nurseryman	20	Termite Control - I
07	Turf Management	21	Veterinary
08	Seed Treatment	22	Lumber and Wood Products
09	Vegetation	23	Construction
10	Insect	24	Food Manufacturing and Processing
11	Fish	25	Public Health
12	Highway	26	Regulatory
13	Railroad	27	Demonstration
14	Utility and Pipeline	28	Aerial Application

ANSWERS:

Under the word 'ANSWERS:' the numbers 1 through 50 appear; these numbers correspond to the fifty questions on the subcategory exam and serve as column headings for the answers to those questions.

To add or change the answers for a subcategory exam, find the number of the subcategory exam in the column headed SUBCATEGORY NUMBER; on the same line enter the Answers for the fifty questions. Enter only one number as the correct answer choice for each subcategory question.

If an exam does not exist, do not enter answers for the questions.

ACTION CODE

Under ACTION CODE, enter an A to indicate an add transaction or a C to indicate a change transaction.

To add answers for a subcategory exam for which there are no answers in the answer key, code an A under action code.

To change answers for a subcategory exam for which there are answers already in the answer key, code a C under ACTION CODE.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION.
PESTICIDE CERTIFICATION EXAMINATION, ANSWER KEY.

COMMODITY ANSWERS

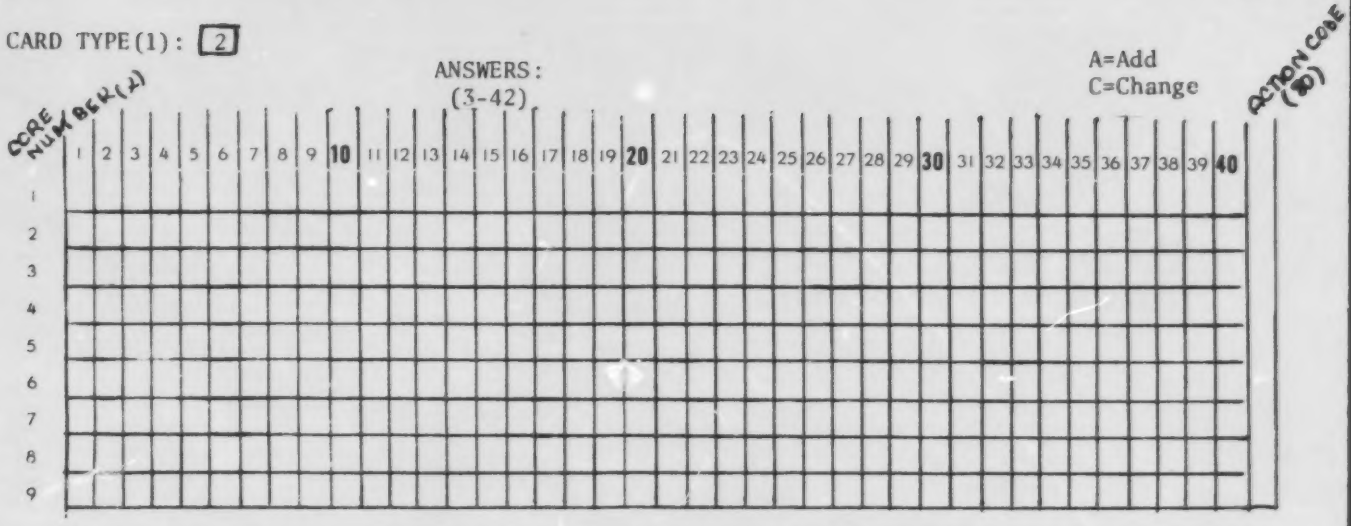
CARD TYPE 1 (1)

COMMODITY NUMBER (2)	CROP NUMBER (3-4)	PEST NUMBER (5-6)	Answers: Ques 1 (7-9)	Ques 2 (10-12)	Ques 3 (13-15)	Ques 4 (16-18)	Ques 5 (19-21)	ACTION 80 (A=Add C=Change)

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION.
PESTICIDE CERTIFICATION EXAMINATION, ANSWER KEY.

CORE EXAM ANSWERS

CARD TYPE(1): [2]



NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION.
PESTICIDE CERTIFICATION EXAMINATION, ANSWER KEY.

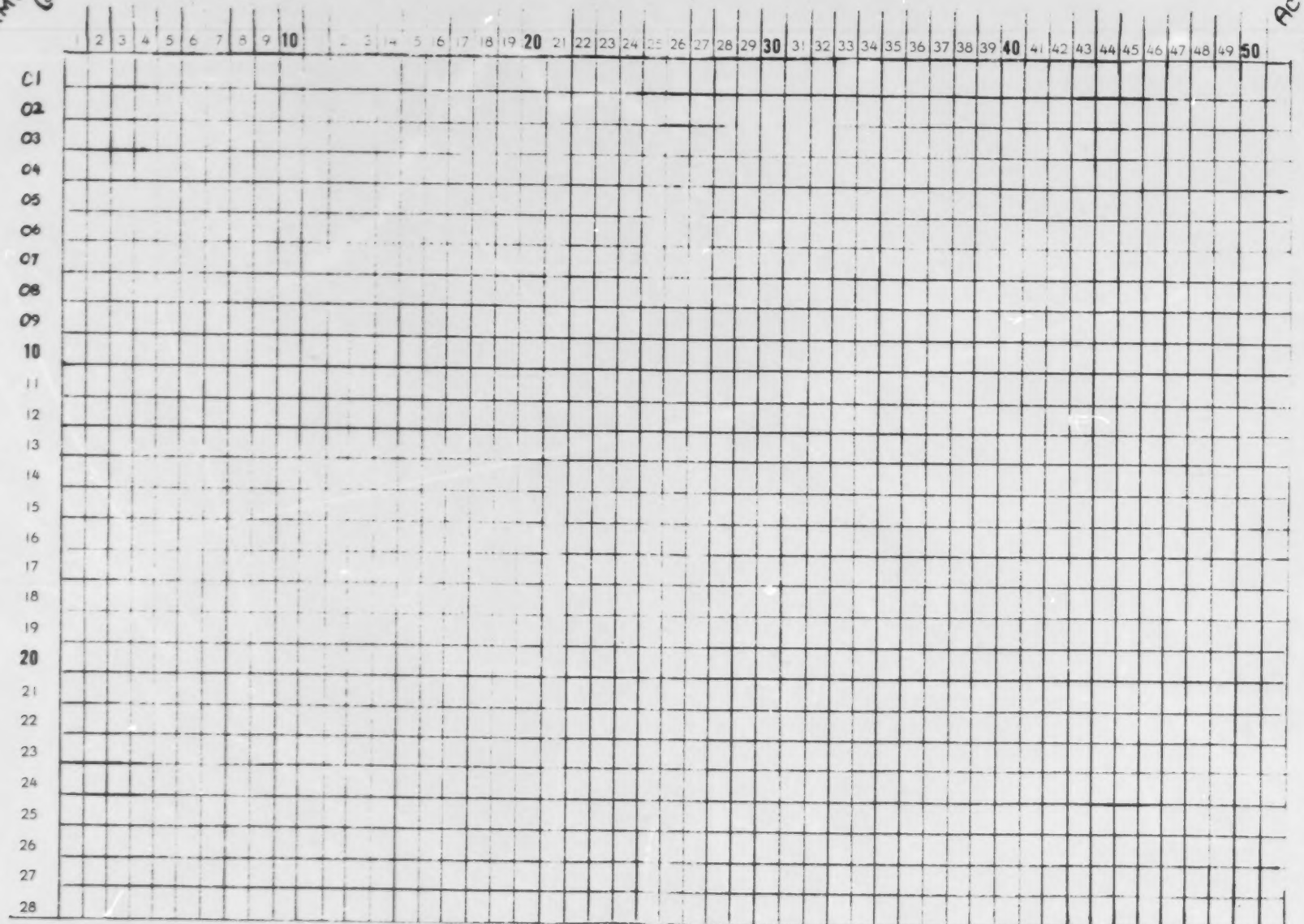
SUBCATEGORY

SUBCATEGORY NUMBER (2-3)

CARD TYPE (1): 3

ANSWERS: (4-53)

ACTION CODE (80) A=Add C=Change



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How to Fill Out The TRAINING UPDATE FORM

The purpose of this form is to indicate which training courses can be credited toward renewal/recertification in which commodity or subcategory areas.

COURSE NUMBER

In the column under the heading COURSE NUMBER, enter the four (4) digit number of the course for which you are supplying information. You will complete one (1) line of the form for each course for which you are giving information.

COMMODITIES

Under the heading COMMODITIES, the numbers 1 through 8 appear and serve as column headings. Each of these numbers corresponds to one of the eight commodities. To indicate that the course listed under COURSE NUMBER can be credited to a commodity, check the space on the same line as the course number under the number of the commodity to which it applies.

SUBCATEGORIES

Under the heading SUBCATEGORIES, the numbers 1 through 28 appear and serve as column headings. Each of these numbers corresponds to one of the twenty-eight (28) subcategories. To indicate that the course listed under COURSE NUMBER can be credited to a subcategory, check the space under the number of the subcategory on the same line as the course number. If a subcategory does not exist, do not check that a course can be credited to it.

COURSE DESCRIPTION

Give the title of the course whose number appears under COURSE NUMBER on the same line. Print only one (1) character in each of the thirty-nine (39) spaces provided.

ACTION

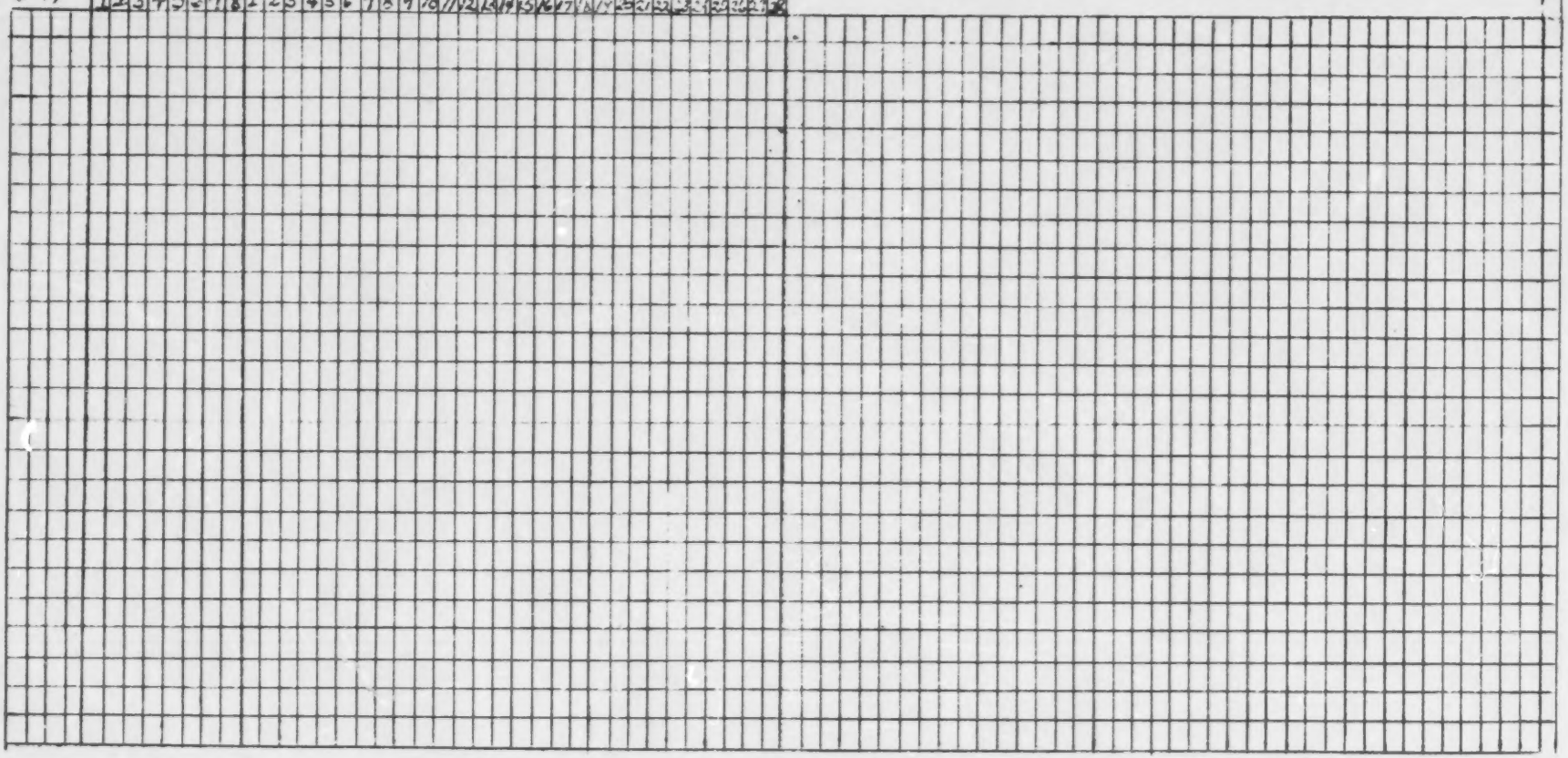
Code an 'A', 'C', or 'D' to indicate the type of update you wish to make. All transactions must have one of these ACTION types.

To <u>add</u> information for a course for which no information is on the training course file, code an 'A' under ACTION. The very first time the file is created all transactions will be 'A'.

To <u>change</u> information for a course for which information is already on the training course file, code a 'C' under 'ACTION.' You should have a printout from the previous update run to show you for what courses information is already on the file. When you want to change the information for a course, you must code all the information for the course not just the information you want to change.

To <u>delete</u> information for a course for which information is already on the training course file, code a 'D' under ACTION.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION.
PESTICIDE CERTIFICATION TRAINING UPDATE FORM


COURSE NUMBER (1-4)
COMMODITIES (5-12)
SUBCATEGORIES (13-40)
1 2 3 4 5 6 7 8 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
COURSE DESCRIPTION (41-74)
ACTION
A=add
C=change
D=delete

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Instructions for Completing the Update Form

To add records all fields must be coded.

To change records all fields which need to be changed must be coded. The ID number cannot be changed.

To delete records, applicator's last name must be coded. The ID number must also be coded.

To suspend records, enter an 'S' in ACTION and the applicator's ID number.

To reactivate an applicator who has been suspended, enter an 'R' in ACTION and the applicator's ID number.

IDENTIFICATION NUMBER

To add a record, in the IDENTIFICATION # field in the upper left hand corner, following the hyphen (-) code '=' followed by a unique 5 digit number.

To change a record, enter the ID number of the applicator whose record is incorrect in the spaces provided in the upper left hand corner.

To delete a record, enter the ID number of the applicator in the spaces provided in the upper left hand corner.

To suspend a record, enter the ID number of the applicator in the upper left hand corner.

ACTION

To add a record for an applicator who currently has no information on the computer file, code an 'A'.

To change the record of an applicator who is already on the computer file, code a 'C' in ACTION.

To delete a record, code a 'D' in ACTION.

To suspend a record, code an 'S' in ACTION.

To reactivate an applicator who has been suspended, enter an 'R' in ACTION.

CARD ONE

C or P (ID PREFIX)

C indicates commercial applicator

P indicates private applicator

To add a record you are required to code either a C or P, whichever is correct.

To change a record, code a C or P (whichever is correct) if you need to change the ID prefix.

REGION (DEC region number)

This is the number of the DEC region in which the applicator resides. A '0' region number indicates that the person lives out of state.

To add a record, code the region number for the DEC region in which the applicator resides.

To change a record, code the correct DEC region number for the region in which the applicator lives.

APPLICATOR'S LAST NAME

To add a record, enter the applicator's last name. Print clearly, one letter per space.

To change a record, enter the applicator's last name correctly, if the name presently on file is incorrect.

To delete a record, code the applicator's last name as it presently appears on file (this is a safety measure to prevent accidental deletions.)

APPLICATOR'S FIRST NAME

To add a record, you must enter the applicator's name.

To change a record: if the applicator's first name is incorrect or missing on the file, code the correct first name in the spaces provided.

CARD TWO

FIRST LINE OF APPLICATOR'S STREET ADDRESS and

SECOND LINE OF APPLICATOR'S STREET ADDRESS

To add a record write one or two lines of the street address for the applicator in the spaces provided.

To change a record write the correct address in the two lines provided.

CARD THREE

APPLICATOR'S CITY

To add a record enter the APPLICATOR'S CITY in the spaces provided.

To change a record, if the applicator's city is incorrect on the record, code the correct city in the spaces provided.

STATE

To add a record enter the STATE in the two spaces provided.

Use standard post office abbreviations, e.g. NY for New York.

To change a record: if the state is incorrect or missing on file, enter the standard two letter post office abbreviation for the state in the spaces provided, e.g. NY for New York.

ZIP CODE

To add a record enter the applicator's ZIP CODE in the five spaces provided.

To change a record, if the zip code is missing or incorrect, enter the correct zip code in the spaces provided.

TELEPHONE NUMBER

To add a record, enter the correct telephone number in the spaces provided; include area code.

To change a record, if the telephone number on file is incorrect enter the correct telephone number in the spaces provided; include area code.

CTY OF RES - COUNTY OF RESIDENCE

To add a record, enter the two digit SWIS code for the county in which the applicator lives.

To change a record, if the county of residence is incorrect or missing, enter the correct two digit code for the applicator's county of residence. Note, it may also be necessary to change the REGION.

CTY OF EXAM - COUNTY OF EXAM

To add a record, enter the two digit SWIS code for the county in which the applicator was examined.

To change a record, if the county of exam is incorrect on file, enter the two digit SWIS code for the county in which the applicant was examined. Since the applicator must fill out an application form each time he wishes to be reexamined and must indicate his county of exam when reapplying, it should rarely be necessary to change the CTY OF EXAM.

PASSED CORE

To add a record, if the applicator has passed the core examination enter a 'Y' (for 'yes') in the space provided; if the applicator has not passed the core examination, enter an 'N' in the space provided.

To change a record, if the applicator has passed the core examination enter a 'Y' (for 'yes') in the space provided; if the applicator has not passed the core examination, enter an 'N' in the space provided. Note it may also be necessary to change the DATE FAILED and the TIMES FAILED CORE.

TIMES FAILED CORE

This must be a number between 0 (zero) and 9 (nine).

To add a record, enter the number of times the applicator has failed the core part of the examination.

To change a record, if the number of failures on file is incorrect, enter the correct number of times the applicator has failed the core part of the examination.

TIMES FAILED GENERAL

This must be a number between 0 (zero)and 9 (nine). This number is meaningful only for commercial applicators. The combined core and commodity exams are called the general exam. An applicator has failed the general exam if he has failed either the core or the commodity exams.

To add a record, if the applicator is private, enter a zero; if the applicator is commercial, enter the number of times the applicator has failed the general exam.

To change a record, if the applicator is private enter a zero; if the applicator is commercial enter the correct number of times the applicator has failed. Note if may also be necessary to change the DATE FAILED.

DATE FAILED

This is the date of the applicator's last failure. Enter the numbers of the month, day, and year in the spaces provided, e.g. 01/05/75 for January 5, 1975.

To add a record, if the applicator has failed one or more exams, enter the date of the most recent failure.

To change a record, if the applicator has failed one or more exams, enter the date of the most recent failure. If the applicator has not failed and the record incorrectly indicates that he has, enter zeroes (00/00/00) in the spaces provided for DATE FAILED.

EMPLOYEE

If the applicator is an employee of a certified applicator or Registered Pesticide Business enter a 'Y' in the space provided, otherwise enter an 'N'.

To add a record, if the applicator is an employee, enter a 'Y' (for 'yes') in the space provided; otherwise enter an 'N'.

To change a record, if this datum is incorrect on the file, enter a 'Y' if the applicator is an employee; enter an 'N' if the applicator is not an employee.

BUSINESS NUMBER - The Business Registration Number of the Registered Pesticide Business of which the applicator is an employee.

To add a record, if the applicator is an employee ('Y' for EMPLOYEE above), enter the 5 digit Business Registration Number of the Registered Pesticide Business. If the applicator is not an employee,leave blank.

To change a record, enter the correct Business Registration Number in the spaces provided. If the applicator has no Business Registration Number but the record incorrectly indicates a Business Registration Number, enter zeroes in the spaces provided.

EXAM DATE

This is the date when the applicator is scheduled to take his next exam. Enter the number of the month, day, and year.

APPLICATION DATE

This is a processing date which determines whether or not an answer sheet should be printed.

FEE EXEMPT

If the applicator is exempt from paying exam and certification fees, enter a 'Y' (for 'yes') otherwise enter an 'N'.

CARD FOUR

COMMODITY ACTION

To add information for a commodity for which there is no information currently on the applicator's record, code an 'A' in COMMODITY ACTION. When adding a record, for someone not yet on the file at all, it will be necessary to code an 'A' in COMMODITY ACTION.

To change information for a commodity which is already in the applicator's computer record, code a 'C' in COMMODITY ACTION.

To delete the information for a commodity for which there is currently information in the applicator's computer records code a 'D' in COMMODITY ACTION.

COMMODITY NUMBER

To add information for a commodity for which there is no information currently on the applicator's computer record, enter the number of the commodity (digits '1' through '8') for which you want to add information.

To change information for a commodity which is already in the applicator's computer record, enter the number of the commodity for which you want to change the information. You can not change the commodity number itself.

To delete all the information for a commodity which is on the applicator's computer record, enter the number of the commodity for which you want to delete the information.

DATE ISSUED

To add a commodity for which no data appears on the applicant's record enter the numbers of the month, day and year on which you want a certificate issued. Additions should be batched, with all additions in the batch receiving the same date of issue.

To change the record of the date of issue of an applicator's commodity certificate enter the numbers of the month, day and year to which you want the date changed.

TIMES FAILED

This is a one digit number between 0 and 9.

To add an applicator's commodity for which no data appears on the computer record, TIMES FAILED must be coded. If the applicator has passed in this commodity area, enter a 0 (zero). If the applicator has not passed an exam, enter the number of times (between 1 and 9) that he has failed.

To change the TIMES FAILED on a commodity for which data already exists in the applicator's computer record, enter a 0 (zero), if the applicator has passed or a number between 1 and 9 if the applicator has not passed.

TRAINING

This is a one digit number between 0 and 9 indicating the number of training sessions the applicator has attended.

To add a commodity for which no data appears on the applicator's computer record, TRAINING must be coded. Enter the number of training sessions for recertification the applicator has successfully completed.

To change the information for the number of training sessions in a commodity that the applicant has attended, enter the correct number of training sessions for the commodity.

DATE FAILED

To add a record, if the applicator has not passed, enter the date of his last failure in the commodity area for which you are adding data.

To change the data for an applicator's commodity area, if the applicator has not passed the commodity exam, enter the date of his last failure.

COMMERCIAL ACTION

To add information for a subcategory for which there is no information currently on the applicator's record, code an 'A' in COMMERCIAL ACTION.

To change information for a subcategory which is already in the applicator's computer record, enter a 'C' in COMMERCIAL ACTION.

To delete the information for a subcategory for which there is currently information in the applicator's computer record, code a 'D' in COMMERCIAL ACTION.

CATEGORY NUMBER

SUBCATEGORY

To add information for a subcategory for which there is no information currently on the applicator's computer record, enter the appropriate two digit category number in CATEGORY NUMBER and the appropriate subcategory letter (or blank) in SUBCATEGORY. For example, to add the subcategory 'VETERINARY,' enter '07' in CATEGORY NUMBER and 'G' in SUBCATEGORY. For 'PUBLIC HEALTH' enter '08' in CATEGORY NUMBER.

To change information for a subcategory which is already in the applicator's computer record, enter the two digit category number in CATEGORY NUMBER and the subcategory letter (or blank) in SUBCATEGORY. For example, to change the subcategory 'RAILROAD' enter '06' in CATEGORY NUMBER and 'B' in SUBCATEGORY. The CATEGORY NUMBER and SUBCATEGORY can not be changed.

To delete all the information for a subcategory which is on the applicator's computer record, enter the category number and subcategory letter for the subcategory for which you want to delete the information. For example, to delete all the information for 'Landscaper' enter '03' in CATEGORY NUMBER and 'B' in 'SUBCATEGORY.'

DATE ISSUED

To add a subcategory for which no data appears on the applicator's record, enter the numbers of the month, day and year on which you want a certificate issued. Additions should be batched, with all additions in the batch receiving the same date of issue.

To change the record of the date of issue of an applicator's Subcategory certificate, enter the numbers of the month, day and year to which you want the date changed.

TIMES FAILED

This is a one digit number between 0 and 9 indicating the number of times the applicator has failed the subcategory specified by CATEGORY NUMBER and SUBCATEGORY letter.

To add an applicator's subcategory for which no data appears on the computer record, TIMES FAILED must be coded. If the applicator has passed in this subcategory area, enter a 0 (zero) in TIMES FAILED. If the applicator has not passed an exam, enter the number of times (between 1 and 9) that he has failed.

To change the TIMES FAILED on a subcategory for which data already exists in the applicator's computer record, enter a 0 (zero), if the applicator has passed or a number between 1 and 9 if the applicator has not passed.

TRAINING

This is a number between 0 and 9 indicating the number of training sessions the applicator has attended for recertification in this subcategory.

To add a subcategory for which no data appears on the applicator's computer record, TRAINING must be coded. Enter the number of training sessions for recertification in this subcategory that the applicator has successfully completed.

To change the information for the number of training sessions in this subcategory, enter the number of training sessions for recertification in this subcategory that the applicator has successfully completed.

DATE FAILED

To add a record, if the applicator has not passed the technical exam in this subcategory, enter the date of his last failure in the subcategory area for which you are adding data.

To change the data for an applicator's subcategory, if the applicator has not passed the subcategory exam, enter the date of his last failure.

PESTICIDE ACTION

To add information for certification to use a specific pesticide for which there is no information currently on the applicator's record, code an 'A' in PESTICIDE ACTION.

To change information for certification by pesticide, enter a 'C' in PESTICIDE ACTION.

To delete all the information for certification for a specific pesticide, enter a 'D' in PESTICIDE ACTION.

CODE

To add information for certification by pesticide, enter the two character code which identifies the pesticide for which the applicator has been certified. The computer will keep a record of certification for no more than 10 pesticides.

To change information for certification by pesticide enter the two character code which identifies the pesticide for which the applicator has been certified. This pesticide CODE can not be changed.
To delete all the information for certification to use a specific pesticide, enter the two character code which identifies the pesticide.

DATE

To add a pesticide for which no date appears on the applicator's record, enter the numbers of the month, day and year on which the applicator received the permit for certification by pesticide.
To change the record of the date of certification to use this pesticide, enter the correct month, day, and year.

VIOLATION ACTION

To add information for a violation for which there is no information currently on the applicator's record, code an 'A' in VIOLATION ACTION.
To change information for a violation which is already in the applicator's computer record, code a 'C' in VIOLATION ACTION.
To delete the information for a violation for which there is currently information in the applicator's computer record, code a 'D' in VIOLATION ACTION.

TYPE

To add information on a violation, enter the two character code which identifies the type of violation which the applicator has committed. The computer will keep a record of no more than 5 violations.
To change information for a violation which is already on the computer file, enter the two character code which identifies the violation.
To delete all the information for a violation which is on the computer file, enter the two character code which identifies the type of violation.

DATE

To add a violation for which no data appears on the applicator's record, enter the numbers of the month, day and year on which the violation was committed.
To change the date when this violation was committed, enter the correct month, day, and year.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
BUREAU OF PESTICIDES

CERTIFICATION UPDATE

Identification Number	3 – 8

Action (1)	9

ACTION CODES:
A – Add R – Reactivate
C – Change S – Suspend
D – Delete

CARD TYPE	10 1
I. D. Prefix (1)	11
Region (1)	12
Last Name (20)	13 – 32
First Name (13)	33 – 45

C = Commercial P = Private

CARD TYPE	10 2
Street Address (33)	11 – 43
Street Address (33)	44 – 76

CARD TYPE	10 3
City (20)	11 – 30
State (2)	31 – 32
Zip Code (5)	33 – 37
Phone Number (10)	38 AREA CODE – 47
County of Residence Code (2)	48 – 49
County of Exam Code (2)	50 – 51
Passed Core (1)	52
Times Failed Core (1)	53
Times Failed General (1)	54
Last Date of Failure (6)	55 Month / Day / Year 60
Employee (1)	61
Business Registration No. (5)	62 – 66
Next Exam Date (6)	67 Month / Day / Year 72
Application Date (6)	73 Month / Day / Year 78
Fee Exempt (1)	79

Y = Yes N = No

CARD TYPE	10 4
COMMODITY ACTION (1)	11
Commodity Number (1)	12
Date Issued (6)	13 Month / Day / Year 18
Times Failed (1)	19
Training (1)	20
Date Failed (6)	21 Month / Day / Year 26

COMMERCIAL ACTION (1)	27
Category Number (2)	28 – 29
Sub Category (1)	30
Date Issued (6)	31 Month / Day / Year 36
Times Failed (1)	37
Training (1)	38
Date Failed (6)	39 Month / Day / Year 44

PESTICIDE ACTION (1)	45
Code (2)	46 – 47
Date (2)	48 Month / Day / Year 53

VIOLATION ACTION (1)	54
Type (2)	55 – 56
Date (6)	57 Month / Day / Year 62

Keypunch Instructions

System: Pesticide Certification Document: Certification Update

General directions: alphabetic fields will be left justified with blank fill. For any field not coded use spaces. Any card not coded need not be punched. Numeric fields will be right justified with leading zero fill.

	Column #'s	# of Columns	Type	Identification & Instr.
Card 1	1-2	2	-	Blank
	3-8	6	N	Identification number (or) '=' followed by serial #
	9	1	A	Action code
	10	1	N	Card type = '1'
	11	1	A	I.D. Prefix
	12	1	N	Region
	13-32	20	A	Last Name
	33-45	13	A	First Name & Middle Initial
	46-80	35	-	Blank
Card 2	1-2	2	-	Blank
	3-8	6	N	Dup. Identification Number if card '1' was punched (or) punch Identification No.
	9	1	A	Dup. action if card '1' was punched or punch ACTION
	10	1	N	Card type = '2'
	11-43	33	A	Street Address
	44-76	33	A	Street Address
	77-80	4	-	Blank
Card 3	1-2	2	-	Blank
	3-8	6	N	Dup Identification Number from card '1' or card '2' if punched or punch Ident. #
	9	1	A	Dup Action from card '1' or card '2' if punched or punch from ACTION
	10	1	N	Card Type = '3'
	11-30	20	A	City
	31-32	2	A	State-standard 2 letter abbrev.
	33-37	5	N	Zip Code
	38-47	10	N	Telephone number
	48-49	2	N	County of Residence (SWIS) code
	50-51	2	N	County of exam (SWIS) code
	52	1	A	Passed core
	53	1	N	Times Failed Core
	54	1	N	Times failed general

	Column #'s	# of Columns	Type	Identification & Instr.
Card 3 cont'd	55-60	6	N	Last date of failure:MM/DD/YY
	61	1	A	Employee
	62-66	5	N	Business Registration No.
	67-72	6	N	Next Exam date:MM/DD/YY
	73-78	6	N	Application date:MM/DD/YY
	79	1	A	Fee exempt
	80	1	-	Blank
Card 4	1-2	2	-	Blank
	3-8	6	N	Dup. Identification Number from card '1' or '2' or '3' or punch Identification Number
	9	1	A	Dup action from card '1', '2', or '3' if punched or punch from ACTION
	10	1	N	Card Type = '4'
	11	1	A	Commodity Action
	12	1	N	Commodity Number
	13-18	6	N	Date Issued:MM/DD/YY
	19	1	N	Times failed
	20	1	N	Training
	21-26	6	N	Date failed:MM/DD/YY
	27	1	A	Commercial Action
	28-29	2	N	Category Number
	30	1	A	Subcategory
	31-36	6	N	Date Issued:MM/DD/YY
	37	1	N	Times failed
	38	1	N	Training
	39-44	6	N	Date failed:MM/DD/YY
	45	1	A	Pesticide Action
	46-47	2	N	Code
	48-53	6	N	Date:MM/DD/YY
	54	1	A	Violation Action
	55-56	2	N	Type
	57-62	6	N	Date:MM/DD/YY
	63-80	18	-	Blank

How to Fill Out the Recertification Training Roster

COURSE NUMBER - Enter the four digit course number for the course you have just taught. This number must be a valid course number listed under COURSE NO on the TRAINING UPDATE listing. You must fill out a separate Training Roster for each course; do not use one form for more than one course.

COUNTY - Enter the two digit SWIS code for the county in which the course was taught. The SWIS codes are listed on the exam application form.

PERMANENT ID # - For each applicator in the course list the permanent ID number.

NAME (LAST, FIRST MI) - Print clearly the last name, first name and middle initial of the applicator whose ID # you entered under PERMANENT ID #.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
BUREAU OF PESTICIDE CONTROL – ALBANY, NEW YORK 12201

RECERTIFICATION TRAINING ROSTER

Course Name	Date Given
Course Number (1-4)	Location City / County (5-6)

PLEASE PRINT

CERTIFIED APPLICATORS

Permanent ID# (7-14)	Name (last,first,m.i.) (15-34)	ADDRESS

HEREBY VERIFY

INSTRUCTORS SIGNATURE	TITLE	DATE

Acknowledgements

Many individuals contributed directly or indirectly to this project. We wish to acknowledge and thank all who helped in any way. We would particularly like to acknowledge the help of the following:

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

CONTRACT NUMBER 68-01-2962

ACQUISITION OF INFORMATION FOR PESTICIDE PROGRAMMING
FOR PESTICIDE APPLICATOR CERTIFICATION TRAINING

WILLIAM M. HOFFMAN, PROJECT OFFICER

FINAL REPORT - ADDENDUM TO SECTION 2

SUGGESTED MODIFICATIONS TO THE PESTICIDE CERTIFICATION DATA PROCESSING AND MANAGEMENT SYSTEM

SUBMITTED BY J. E. DEWEY

CHEMICALS-PESTICIDES PROGRAM

NEW YORK STATE COLLEGE OF AGRICULTURE AND LIFE SCIENCES

CORNELL UNIVERSITY, ITHACA, NEW YORK

SEPTEMBER 1976

Developed by
Computer Activities Group
Cornell University
Ithaca, N.Y. 14853
E.W. Jones, Director
A.C. Edmonds, Programmer
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Introduction

The Pesticide Certification System was designed to meet the specific requirements of the New York State Department of Environmental Conservation. Other states will have somewhat different specific requirements. The differences in requirements will necessitate modifying the programs in this system. To facilitate these modifications we have included a discussion of the sections of code in the programs which may need to be changed. Since we can not possibly anticipate all the differences in requirements states may have, this discussion of possible modifications is by no means complete. However, we hope that it may be of some use to those implementing the system in other states.

Program 1a: Edit Applications

This program edits the applications of pesticide applicators applying to be examined for certification. Other states may wish to change the format of the application data and of the output report. In particular, the following changes should be considered:

Line number	Line information
1. (154)	05 ID-NO PIC X(6).

If the ID sequence number is not six (6) digits this line and line 156 should be changed.

2. (198)	77 CK-DIG PIC 9.

If the ID sequence number does not include a check digit, this line may be omitted.

3. (223)	05 N-CATEGORY-SEG OCCURS 28 TIMES.

If the number of commercial categories is not 28, this line must be changed.

4. (228)	05 REG-INIT PIC X(64).
.	.
.	.
(232)	10 REG-NO OCCURS 64 TIMES.

These lines contain a table relating the valid New York State region codes to the N.Y.S.D.E.C. regions in which they are located. Each state must modify this table to correspond to its own county codes and regions.

5. (241)	01 CHECK-DIGET.
.	.
.	.
(248)	10 T PIC 9.

This area is used in calculating the check digit. If no check digit is used. it may be omitted.

6. (254)	VALUE 'NEW YORK STATE DEPARTMENT OF'.

Each state must change this header to include its own name.

7. (265)	01 HEADER3.
.	.
.	.
(305)	05 FILLER VALUE SPACES PIC X(47).

If a state wishes to change the format of the output report, these lines must be changed.

8. (306) 01 APPL-REC.
. .
. .
(349) 10 FILLER PIC X(36).

If a state wishes to change the application form, these lines must be changed.

9. (351) 05 N-COMMODITY-SEGEMENT OCCURS 8 TIMES.

If the number of private commodities in a state is not equal to eight (8), this line must be changed.

10. (385) IF CARD-TYPE = '='.

The '=' was used in New York to indicate the application belonged to a pesticide applicator who was not yet on file. A state may wish to change this to some other indicator.

11. (434) IF P-OR-C NOT = '1' AND
. .
. .
(445) GO TO START-READ.

These paragraphs determine whether the applicator has waited the required length of time after failing an exam before reapplying. If a state's regulations do not include such waiting periods, these paragraphs may be omitted.

12. (446) IF PASSED-CORE = 'Y' GO TO COMM-APPL.

If a state's regulations do not include the passing of a core exam in addition to passing an exam in specific commodity or category areas, this line may be ommitted.

13. (447) MOVE DATE-LAST-FAILURE TO DATE1.
. .
. .
(455) GO TO START-READ.

These lines determine whether the applicator has waited the required length of time after failing an exam before reapplying. If a state's regulations do not include such waiting periods, these paragraphs may be omitted.

14. (470) IF COM(CTR1) NOT='1' AND CTR1 < 9 GO TO LOOPA.
. .
. .
(471) IF CTR1=9 GO TO NO-MORE-COMM.

If the number of private commodities in a state is not eight (8), these lines must be changed.

15. (483) IF CTR1 < 8 GO TO LOOPA.

If the number of private commodities in a state is not eight (8), this line must be changed.

16. (486) MOVE DATE-FAILED-COMM(CTR2) TO DATE1.
. .
. .
(497) GO TO NO-MORE-COMM.

These lines determine whether the applicator has waited the required time period after failing before reapplying. If a state's regulations do not include waiting periods, these lines may be omitted.

17. (494) IF CTR1 < 8 GO TO LOOPA.

If the number of private commodities is not 8, this line must be changed.

18. (496) AND CTR1=8

If the number of private commodity exams is not 8, this line must be changed.

19. (501) IF CTR1 < 8 GO TO LOOPA.

If the number of private commodity exams is not 8, this line must be changed.

20. (507) IF COM(CTR1) NOT = '1' AND CTR1 < 9 GO TO LOOPC.
. .
. .
(508) IF CTR1 = 9 GO TO NO-MORE-COMM.

If the number of private commodity exams is not 8, these lines must be changed.

21. (515) IF CTR1 < 8 GO TO LOOPC.

If the number of private commodity exams is not 8, this line must be changed.

22. (560) IF CARD-TYPE NOT = '='.

The '=' sign was used in New York State to indicate that an application belonged to a pesticide applicator not yet on the file. If a different indicator is used in a state, this line must be changed.

23. (569) IF CO-RES < '01' OR (CO-RES > '65' AND CO-RES NOT = '99')
. .
. .
(570) OR CO-RES = '58' OR CO-RES = '59'.

These lines check the validity of the county of residence code; each state must change these lines to reflect their own valid county codes.

24. (609) ADD +1 TO NEW-ID.
. .
. .
(613) MOVE CK-DIG TO O-CHECK-DIGIT.

These lines assign an ID sequence number with a check digit to a new pesticide applicator. If a state wishes to assign ID numbers manually and/or not to use check digits, these lines must be changed.

25. (614) IF CO-RES = '99' MOVE '0' TO O-REGION.

In New York,county code '99' indicates 'out of state' which is DEC region zero. Other states may have to change this to reflect their own 'out of state' indicators.

26. (660) IF COM(CTR1) NOT = '1' AND CTR1 < 9 GO TO LOOPX.

. .

. .

(661) IF CTR1 = 9 GO TO N-M-COMM.

If the number of private commodity exams is not 8, this line must be changed.

27. (666) IF CTR1 < 8 GO TO LOOPX.

If the number of private commodity exams is not 8, this line must be changed.

28. (803) IF CO-X < '01' OR CO-X > '65' OR CO-X = '58' OR CO-X = '59'.

This line checks the validity of the county of exam code. Each state must change this line to reflect its own valid codes.

29. (847) TECH-TIME-CHECK.

. .

. .

(891) EXIT.

These lines include paragraphs to determine whether an applicator has waited the length of time required by New York State before reapplying to take the general, technical and commodity exams. If a state has no such waiting time periods, then these paragraphs may be omitted. If a state has waiting periods which differ from New York's, these paragraphs must be modified to enforce those waiting periods.

30. (897) AND CTR1 < 29

If the number of commercial categories in a state is not equal to 28, this line must be changed.

31. (899) IF CTR1 NOT < 29

If the number of commercial categories in a state is not equal to 28, this line must be changed.

32. (907) IF CTR1 < 28

If the number of commercial categories in a state is not equal to 28, this line must be changed.

33. (930) CTR1 < 29

If the number of commercial categories in a state is not equal to 28, this line must be changed.

34. (932) IF CTR1 = 29

If the number of commercial subcategory exams is not equal to 28, this line must be changed.

35. (947) IF CTR1 < 28

If the number of commercial subcategory exams is not equal to 28, this line must be changed.

36. (951) MOVE DATE-FAILED (CTR2) TO DATE1.

. .

. .

(963) GO TO NO-MORE-CATS.

These lines determine whether the applicator has waited the required time period after failing before applying to be re-examined. If a state's regulations do not include waiting periods, these lines may be ommitted.

37. (959) IF CTR1 < 28

If the number of commercial subcategory exams is not equal to 28, this line must be changed.

38. (962) AND CTR1 = 28

If the number of commercial subcategory exams is not equal to 28, this line must be changed.

39. (967) IF CTR1 < 28

If the number of commercial subcategory exams is not equal to 28, this line must be changed.

40. (991) IF CO-RES > '01' AND CO-RES < '65' AND

Each state must change this line to edit for its own valid county codes.

41. (996) IF CO-RES = '99' MOVE '0' TO S-REGION.

In New York, a county code of '99' indicates 'out of state' which is DEC region zero. Each state must modify this line to reflect its own 'out of state' county and region codes.

42. (1005) IF CO-RES > '01' AND CO-RES < '65' AND

This line checks the validity of the county of residence code. States may wish to change this to reflect their own valid county codes.

Program 1b: Print errors from program 1a

This program prints the errors encountered in program 1a. The following changes to this program must be considered:

Line number	Line information
1. (48)	VALUE 'NEW YORK STATE DEPARTMENT OF'.

Each state must change this line to include its own name.

2. (0061)	01 HEADER3.
.	. .
.	. .
(0081)	05 A7

If a state wishes to change the format of the error report, these lines must be changed.

3. (0097)	IF LINE-COUNT1 > 54 OR S-REGION NOT=PREV-REGION

This report is primarily sequenced by region number. If another sequence is desired this line must be changed.

A state may wish to combine programs 1a and 1b with an internal sort, making program 1b the output procedure.

Program 2: Print Answer Sheets

This program is designed to print commodity and commercial answer sheets for applicators applying to take specific exams. The program also prints a report listing applicators who had exams printed for them. For this program to be run in other states, the following changes in the program should be considered:

Line number	Line information	
1. (0105)	SD SORT-ANSWERS	
.	. .	
.	. .	
(0130)	05 KODE	PIC X.

Should different information be desired on the answer sheet, this sort file may need to be changed.

2. (0143)	77 REGION-CK	PIC X VALUE SPACE.

The value of REGION-CK is initially an invalid region code in order to set off the header routine and print a heading at the beginning of the report. If a '0' is a valid region code, change the value clause to some invalid region code.

3. (0158)	01 DIGETS.	
.	. .	
.	. .	
(0164)	05 S1	PIC 9.

Should the ID number not be 6 digits,or if it does not include a check digit, this array must be changed.

4. (0165)	01 DIGITS.	
.	. .	
.	. .	
(0171)	05 S	PIC 99.

Should the ID number not be 6 digits, or if it does not include a check digit, this array must be changed.

5. (0172)	01 CTY-REGION-TBL.	
.	.	
.	.	
(0239)	OCCURS 64 TIMES	PIC X.

This is an array relating N. Y. counties 1-64 to DEC regions 1-9. This array will have to be changed for each state's correct county and region codes.

6. (0240)	01 COMMODITY-LIST.	
.	.	
.	.	
(0259)	OCCURS 8 TIMES	PIC X(29).

This is an array containing the titles of the 8 private commodity exams. If the number of exams changes or the titles are different, this array will have to be altered.

7. (0260) 01 CAT-LIST1.
   .
   .
   (0266) OCCURS 28 TIMES PIC XX.

This is an array containing the two character codes for the 28 commercial sub-category exams. If the number of exams changes or the codes for the exams are different, this array will have to be altered.

8. (0267) 01 CATEGORY-LIST.
   .
   .
   (0327) 10 CAT-NAME PIC X(37).

This is an array containing the codes and titles of the 28 commercial exams. If the number of exams changes or the codes or titles are different,this array will have to be altered.

9. (0328) 01 PRINT1.
   .
   .
   (0400) 10 GRID7 OCCURS 10 TIMES PIC XX.

These are the printlines for the answer sheet. Should the format of the answer sheet be different, these lines must be changed.

10. (0401) 01 HEAD.
    .
    .
    (0430) 05 FILLER PIC X(23) VALUE SPACES.

These lines need to be changed if a different report header is desired.

11. (0404) VALUE 'NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION'.

The header of the report must be changed for each state as it includes the state's name.

12. (0431) 01 PRINTLINE.
    .
    .
    (0458) 05 FILLER PIC X(5) VALUE SPACES.

These lines need to be changed if different print line formats are desired on the report.

13. (0448) 05 COM-ARRAY.
    .
    .
    (0449) 10 COM-NUM OCCURS 8 TIMES PIC XX.

PRINTLINE has the capacity for handling information on 8 private commodity segments. If the number of commodity exams changes, this array may need to be altered.

14. (0451) 05 CAT-ARRAY.
. .
. .
(0452) 10 CAT-NUM OCCURS 14 TIMES PIC XXX.

PRINTLINE has the capacity for handling information on 14 commercial subcategory segments. If the number of commercial exams changes, this array may need to be altered.

15. (0457) 05 CAT-ARRAY2.
. .
. .
(0458) 10 CAT-NUM2 OCCURS 14 TIMES PIC XXX.

PRINTLINE2 has the capacity for handling information on 14 commercial subcategory segments. If the number of commercial exams changes, this array may need to be altered.

16. (0468) MOVE 100000 TO SORT-CORE-SIZE.

This number may have to be changed if less space is available.

17. (0491) ASCENDING KEY S-DEC-REGION-NO
. .
. .
(0493) ASCENDING KEY S-PERMANENT-ID-NO.

These lines need to be changed if a different sort sequence is desired for the answer sheets.

18. (0544) MOVE NAME-FIRST TO S-NAME-FIRST.
. .
. .
(0564) MOVE EXAM-DATE TO S-APPL-DATE.

If the sort file is different (as in 1) these lines may need to be changed.

19. (0586) PERFORM TEST-ROUTINE THRU TO TEST-X 20 TIMES.

This program prints 20 test sheets to assist the operator in aligning the forms. This number could be reduced.

20. (0584) PRINT-ANSWER-SHEET SECTION.
. .
. .
(0889) EXIT.

This section prints the answer sheets and the report. Should any major changes in print line formats be made, these lines may need to be changed.

21. (0587) MOVE SPACES TO PRINTLINE2.

If PRINTLINE2 is altered due to commercial changes, this statement may have to be changed.

22. (0757) 050-SAME-PERSON.
. .
. .
(0774) GO TO 020-MOVE.

These two paragraphs provide for filling PRINTLINE or PRINTLINE2 with commodity or commercial information. If these printlines are altered due to commodity or commercial changes, these paragraphs may have to be changed.

Program 3P: Update Private Commodity Answer Key

This program updates the commodity and core exam answer keys. Commodity answers depend on crop and pest numbers as well as commodity numbers. There may be up to three (3) correct answers per question. There are five (5) questions on each commodity exam with two choices of crop and pest combination allowed for a total of 10 responses. There are up to 9 allowable core exams with forty questions per exam but only one (1) correct answer per question. States which have private exams differing from this basic format will have to make extensive revisions to this program and program 4P. Some changes to be considered include:

	Line number	Line information
1.	(0027)	05 C-KEY.
	.	.
	.	.
	(0035)	15 C-P-ANSWERS OCCURS 3 TIMES PIC X.

Any state whose private commodity exam does not consist of five (5) questions whose answers depend on choice of crop and pest will have to change this section.

2.	(0038)	05 C-CORE-NO PIC X.
	.	.
	.	.
	(0041)	10 C-C-ANSWERS OCCURS 40 TIMES PIC X.

If a state's exams do not include up to 9 versions of a core exam consisting of 40 questions, these lines must be changed.

3.	(0050)	05 K-KEY.
	.	.
	.	.
	(0056)	15 K-P-ANSWERS OCCURS 3 TIMES PIC X.

Any state whose private commodity exam does not consist of five (5) questions whose answers depend on choice of crop and pest will have to change this section.

4.	(0060)	05 K-CORE-NO PIC X.
	.	.
	.	.
	(0063)	10 K-C-ANSWERS OCCURS 40 TIMES PIC X.

If a state's exams do not include up to 9 versions of a core exam consisting of 40 questions, these lines must be changed.

5.	(0078)	05 O-KEY.
	.	.
	.	.
	(0084)	15 O-P-ANSWERS OCCURS 3 TIMES PIC X.

Any state whose private commodity exam does not consist of five (5) questions whose answers depend on choice of crop and pest will have to change this section.

6. (0088) 05 O-CORE-NO PIC X.
. .
. .
(0090) 10 O-C-ANSWERS OCCURS 40 TIMES PIC X.

If a state's exams do not include up to 9 versions of a core exam consisting of 40 questions, these lines must be changed.

7. (0116) 01 HEAD1.
. .
. .
(0195) 05 FILLER PIC XX VALUE SPACES.

Any state wishing to change the format of the output report will have to change these lines. States with private exams differing in format from those in New York will have to change the format of the answer key report.

8. (0437) QUES-SUB FROM 1 BY 1 UNTIL QUES-SUB > 5.

Any state which does not have five (5) commodity questions on the exam will have to change this line.

9. (0444) ANS-SUB FROM 1 BY 1 UNTIL ANS-SUB > 3.

Any state which does not allow up to 3 correct answers for each commodity question will have to change this line.

10. (0472) QUES-SUB FROM 1 BY 1 UNTIL QUES-SUB > 5.

Any state which does not have five (5) commodity questions on the exam will have to change this line.

11. (0480) ANS-SUB FROM 1 BY 1 UNTIL ANS-SUB > 40.

Any state which does not have forty (40) questions on the core part of the private exam will have to change this line.

12. (0491) ANS-SUB FROM 1 BY 1 UNTIL ANS-SUB > 3.

Any state which does not allow up to 3 correct answers for each commodity question will have to change this line.

13. (0502) ANS-SUB FROM 1 BY 1 UNTIL ANS-SUB > 40.

Any state which does not have forty (40) questions on the core part of the private exam will have to change this line.

Program 3C: List Category Answer Key

This program is designed to print a listing of the answers to commercial exams. For this program to be run in other states, the following changes in the program should be considered:

Line number	Line information

1. (0027) 10 C2-AN OCCURS 40 TIMES PIC X.

If the core exams contain more or less than 40 answers, this array will have to be changed.

2. (0033) 10 C3-AN OCCURS 50 TIMES PIC X.

If the commercial exams contain more or less than 50 answers, this array will have to be changed.

3. (0049) 01 PRINT1.
   .
   .
   .
   (0097) 01 PRINT10. PIC X(133) VALUE SPACES.

If different headings and printlines are desired on the report, these lines will have to be changed.

4. (0098) 01 CAT-ARRAY.
   .
   .
   .
   (0129) OCCURS 28 TIMES PIC XX.

This is an array containing the two character codes for the 28 commercial exams. If the number of exams changes or the codes for the exams are different, this array will have to be altered.

5. (0144) IF I = +40

If the core exams contain more or less than 40 questions, this constant will have to be changed.

6. (0154) IF I = +50

If the commercial exams contain more or less than 50 questions, this constant will have to be changed.

Program 4C: Grade Commercial Category Exams

This program grades the commercial category exams. This exam consists of a core and a subcategory section. There are twenty-eight subcategory exams, with 50 questions for each subcategory exam. Only one answer is correct for each question. The core exam has 40 questions with only one correct answer per question. If a state's commercial subcategory exams differ from this in basic format, extensive changes to this program may be required. In particular, these changes must be considered.

Line number	Line information
1. (0044)	10 C2-AN OCCURS 40 TIMES PIC X.

If a state's core exam does not consist of 40 questions this line must be changed.

2. (0050)	10 C3-AN OCCURS 50 TIMES PIC X.

If a state's subcategory exam does not consist of 50 questions, this line must be changed.

3. (0057)	01 SCAN-REC.
.	.
.	.
(0064)	10 SR-Q PIC X.

Each state must change these lines to reflect the format of their own answer sheet.

4. (0101)	01 S-CARD1.
.	.
.	.
(0120)	05 SC2-Q PIC X.

Each state must change these lines to reflect the format of their own answer sheet.

5. (0122)	05 SCAT-NUM OCCURS 28 TIMES.
.	.
.	.
(0123)	10 SCAT-ANSWER OCCURS 50 TIMES PIC X.

If a state's commercial exams does not consist of twenty-eight subcategory exams with 50 questions per exam, these lines must be changed.

6. (0127)	VALUE 'NEW YORK STATE DEPARTMENT OF'.

Each state must change this line to include its own title.

7. (0138) 01 HEAD3.
. .
. .
(0148) 05 MSG PIC X(104).

If a state wishes to change the format of the error report these lines must be changed.

8. (0156) 01 CORE-ANS.
. .
. .
(0158) 10 CORE-ANSWER OCCURS 40 TIMES PIC X.

If a state does not have several versions (up to 9) of a core exam with 40 questions, these lines must be changed.

9. (0223) IF KTR > 28

If the number of subcategories in a state is not 28, this line must be changed.

10. (0228) IF KTR=22
. .
. .
(0229) MOVE 2 TO KTR.

In New York the exam for subcategory 22 (Veterinary) is the same as for subcategory 2 (Agricultural:Animal). If this is not the case, these lines must be changed.

11. (0231) UNTIL QN > 50.

If the number of questions on a state's subcategory exams is not 50, this line must be changed.

12. (0234) IF CORE-NUMBER < '0' OR CORE-NUMBER > '8'

If a state does not have several versions of a core exam (up to 9), this line must be changed.

13. (0250) IF QN < 40 GO TO LOOP3.

If the number of questions on a state's core exam is not 40, this line must be changed.

Program 4P: Grade Private Commodity Exams

This program grades the private certification examination. This exam consists of a commodity and a core section. The answers for the commodity section depend on the choice of commodity, crop and pest. There are five (5) questions on the commodity exams. Each applicator has two choices of crop and pest for a total of 10 responses. The answer key allows up to three (3) correct answers per question, but each examinee may make only one response per question. The core examination consists of 40 questions with only one correct answer and one response allowed per question. An examinee need not take the core exam on an answer sheet. If a state's private certification exam differs from this basic format, this program (and program 3P) will require extensive revision. In particular these changes must be considered.

Line number	Line information
1. (0042)	05 C-COM PIC X.
.	.
.	.
(0047)	20 C-Q2 OCCURS 3 TIMES PIC X.

Any state whose private commodity exam does not consist of five (5) questions whose answers depend on choice of crop and pest will have to change these lines.

2. (0051)	05 CORE-NO PIC X.
.	.
.	.
(0053)	10 C2-AN OCCURS 40 TIMES PIC X.

If a state's private exam does not include up to 9 versions of a core exam consisting of 40 questions, these lines must be changed.

3. (0063)	05 IDN PIC X(6).

If a state does not use a six (6) digit identification number this line must be changed.

4. (0065)	05 CROP-1 PIC X.
.	.
.	.
(0075)	10 C-ANSWER OCCURS 40 TIMES PIC X.

If the format of a state's private examination is not the same as the format of New York's exam these lines have to be changed.

5. (0113)	VALUE 'NEW YORK STATE DEPARTMENT OF'.

Each state must change this line to contain its own name.

6. (0119)	01 HEAD2.
.	.
.	.
(0134)	05 MSG PIC X(104).

If a state wishes to change the format of the error listing, these lines must be changed.

7. (0141) 05 ANS-KY OCCURS 5 TIMES PIC X.

If a state's private commodity exam does not consist of 5 questions, this line must be changed.

8. (0144) 05 COMM-NO OCCURS 8 TIMES.
. .
. .
(0146) 20 PEST-NO OCCURS 36 TIMES PIC S9(4) COMP.

If commodity, crop and pest choices on a state's private commodity exam do not consist of a maximum of 8 commodities, 15 crops per commodity and thirty-six pests per commodity, these lines must be changed.

9. (0148) C-I-Z1 OCCURS 4320 TIMES PIC S9(4) COMP.

If commodity, crop and pest choices on a state's private commodity exam do not consist of a maximum of 8 commodities, 15 crops per commodity and thirty-six pests per commodity, these lines must be changed.

10. (0150) 05 ANS-KEE OCCURS 500 TIMES.

If a state's commodity answer key contains more than 500 valid commodity, crop and pest combinations, this line must be changed.

11. (0151) 10 QUESTION OCCURS 5 TIMES.
. .
. .
(0152) 20 COMM-ANSWER OCCURS 3 TIMES PIC X.

If a state's private commodity exam answer key does not consist of five questions with three correct answers, these lines must be changed.

12. (0154) 05 CORE-NUM OCCURS 9 TIMES.
. .
. .
(0155) 10 CORE-ANSWER OCCURS 40 TIMES PIC X.

If a state's examination does not include nine versions of a core exam with 40 questions, these lines must be changed.

13. (0166) IF CTR < 4320 GO TO ZERO-IT.

If commodity, crop and pest choices on a state's private commodity exam do not consist of a maximum of 8 commodities, 15 crops per commodity and thirty-six pests per commodity, these lines must be changed.

14. (0170) MOVE C-CRP TO N-CRP.
. .
. .
(0174) MOVE C-QUESTIONS TO ANS-KEE (I).

If a state's private commodity exam does not consist of questions whose answers depend on the choice of commodity, crop and pest these lines must be changed.

15. (0195) IF COMMODITY > '7' OR COMMODITY < '0'

If a state does not have 8 private commodity exams, this line must be changed.

16. (0211) IF CROP-1=SPACES AND (NUMB-COMM='6' OR NUMB-COMM='7'
. .
. .
(0212) OR NUMB-COMM='8') MOVE '1' TO CROP.

The New York State exams allow for a choice of crop in all commodity exams except the exams for commodities 6, 7 and 8. If this is not the case for a state's exams, these lines must be changed.

17. (0219) MOVE PEST-NO (N-COMMODITY, CROP, PEST) TO CTR.

If answers for a state's private commodity exam do not depend on the choice of commodity, crop and pest, this line must be changed.

18. (0224) IF CROP-1=CROP-2 AND PEST-1=PEST-2
. .
. .
(0227) GO TO GRADE-CORE.

In New York examinees were not allowed to choose both the same crop and the same pest for both halves of the commodity exam, because the questions were the same on both parts of the exam with answers differing only by crop and pest choice. If this is not the case on a state's private commodity exam, these lines must be changed or omitted.

19. (0236) IF CROP-2=SPACES AND (NUMB-COMM='6' OR NUMB-COMM='7'
. .
. .
(0237) OR NUMB-COMM='8') MOVE '1' TO CROP.

The New York State exams allow for a choice of crop in all commodity exams except the exams for commodities 6, 7 and 8. If this is not the case for a state's exams, these lines must be changed.

20. (0244) MOVE PEST-NO (N-COMMODITY, CROP, PEST) TO CTR.

If answers for a state's private commodity exam do not depend on the choice of commodity, crop and pest, this line must be changed.

21. (0250) IF CORE-NUMBER < '0' OR CORE-NUMBER > '8'

If a state's exams do not include 9 versions of a core exam, this line must be changed.

22. (0266) IF QN < 40 GO TO LOOP3.

If a state's core exam does not have 40 questions, this line must be changed.

23. (0328) IF AN < 3 GO TO LOOP2.

(0329) IF QN < 5 GO TO LOOP1.

If a state's private commodity exam answer key does not consist of five questions with three correct answers, these lines must be changed.

Program 5: Update Master with Results

This program is designed to update applicators' master records with commodity and commercial exam results. This program produces an error listing and a listing of applicators with updated results. For this program to be run in other states, the following changes in the program should be considered:

	Line number	Line information
1.	(0177)	10 COM-NO-R REDEFINES CAT-NO-R.
	.	.
	.	.
	(0179)	15 FILLER PIC X.

If the number of commodity exams is greater than 9, these statements could be reduced to :

10 COM-NO-R REDEFINES CAT-NO-R PIC 99.

2.	(0195)	05 30-DY-CK.
	.	.
	.	.
	(0207)	05 FILLER PIC X(50).

These three dates are used to check if the applicator has waited the appropriate time according to the regulations before retaking an exam which he previously failed. If a state's regulations do not include the same waiting periods, these statements will need to be changed.

3.	(0253)	01 HEAD.
	.	.
	.	.
	(0286)	05 FILLER PIC X(52) VALUE SPACES.

These lines need to be changed if different report headers are desired.

4.	(0256)	VALUE 'NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION'.

The header of the report must be changed for each state as it includes the state's name.

5.	(0287)	01 ERROR-LIST.
	.	.
	.	.
	(0307)	05 FILLER PIC X(8) VALUE SPACES.

These lines need to be changed if a different printline format is desired for the error report.

6.	(0336)	01 HEAD-ON1.
	.	.
	.	.
	(0350)	VALUE ' CERTIFIED '.

These lines must be changed if a different format is desired for the certification report.

7. (0348) VALUE '1 2 3 4 5 6 7 8'

If the number of commodity exams is changed, this heading should be altered to reflect this change.

8. (0368) 10 GRID1 OCCURS 8 TIMES PIC ZZZ99.

Printline, AC-LIST, has the capacity for handling information on 8 private commodity segments. If the number of commodity exams changes, this array may need to be altered.

9. (0373) 01 C-PRINT1.
. .
. .
(0389) ' CERTIFIED '.

These lines must be changed if a different format is desired for the certification report.

10. (0371) 10 GRID2 OCCURS 3 TIMES PIC ZZ9.

Printline, AC-LIST, has the capacity for handling information on 8 private commodity segments. If the number of commodity exams changes, this array may need to be altered.

11. (0390) 01 C-AC-LIST1.
. .
. .
(0444) 10 C-GRID4 OCCURS 7 TIMES PIC XXX.

These lines need to be changed if a different printline format is desired for the accepted commercial results report.

12. (0405) 05 C-GRADE1 OCCURS 7 TIMES.

Printline, C-AC-LIST1, has the capacity for handling information on 7 commercial segments. If the number of commercial exams changes, this array may need to be altered.

13. (0412) 10 C-GRID1 OCCURS 7 TIMES PIC XXX.

Printline, C-AC-LIST1, has the capacity for handling information on 7 commercial segments. If the number of commercial exams changes, this array may need to be altered.

14. (0417) 05 C-GRADE2 OCCURS 7 TIMES.

Printline, C-AC-LIST2, has the capacity for handling information on 7 commercial segments. If the number of commercial exams changes, this array may need to be altered.

15. (0424) 10 C-GRID2 OCCURS 7 TIMES PIC XXX.

Printline, C-AC-LIST2, has the capacity for handling information on 7 commercial segments. If the number of commercial exams changes, this array may need to be altered.

16. (0427) 05 C-GRADE3 OCCURS 7 TIMES.

Printline, C-AC-LIST3, has the capacity for handling information on 7 commercial segments. If the number of commercial exams changes, this array may need to be altered.

17. (0434) 10 C-GRID3 OCCURS 7 TIMES PIC XXX.

Printline, C-AC-LIST3, has the capacity for handling information on 7 commercial segments. If the number of commercial exams changes, this array may need to be altered.

18. (0437) 05 C-GRADE4 OCCURS 7 TIMES.

Printline, C-AC-LIST4, has the capacity for handling information on 7 commercial segments. If the number of commercial exams changes, this array may need to be altered.

19. (0444) 10 C-GRID4 OCCURS 7 TIMES PIC XXX.

Printline, C-AC-LIST4, has the capacity for handling information on 7 commercial segments. If the number of commercial exams changes, this array may need to be altered.

20. (0445) 01 C-TABLE.
. .
. .
(0476) OCCURS 28 TIMES PIC XX.

This is an array containing the two character codes for the 28 commercial exams. If the number of exams changes or the codes for the exams are different, this array will have to be altered.

21. (0499) OR YEAR-P < '75'

As years go on, this conditional statement might be updated by incrementing 75 by 1 for each passing year.

22. (0506) IF 30-DY-CK NOT NUMERIC
. .
. .
(0529) OR DD-1 > '31'

If these check dates are not utilized as mentioned in 2 above, these statements will have to be changed.

23. (0507) OR YY-30 < '75'

As years go on, this conditional statement might be updated by incrementing 75 by 1 for each passing year.

24. (0516) OR YY-6 < '75'

As years go on, this conditional statement might be updated by incrementing 75 by 1 for each passing year.

25. (0525) OR YY-1 < '75'

As years go on, this conditional statement might be updated by incrementing 75 by 1 for each passing year.

26. (0732) 021-WRITE.
    . .
    . .
    (0759) 020-ERROR-X.

If the format of the error report printline is changed, these statements may have to be changed.

27. (0907) WRITE-ACCEPTS.
    . .
    . .
    (1011) C-WRITE-X.

If any changes are made in printline formats for the two accepted results reports, these statements may have to be changed.

28. (0952) C-SKIP.
    . .
    . .
    (1011) C-WRITE-X.

These five paragraphs provide for filling printlines, C-AC-LIST1, C-AC-LIST2, C-AC-LIST3, or C-AC-LIST4 with commercial information. If these printlines are altered due to commercial changes, these paragraphs may have to be changed.

Program 6: Print Notices, ID's, Certificates

This program is designed to print applicator's notices giving information on the results of recently taken exams. For those applicators who pass an exam, a certificate and an ID card are printed as well as a notice. This program also produces a report listing all applicators who received a certificate and an ID card. For this program to be run in other states, the following changes in the program should be considered:

	Line number	Line information
1.	(0234)	01 ID1.
	.	.
	.	.
	(0272)	05 FILLER PIC XX VALUE SPACES.

These are the printlines for the ID card and may need to be changed should a different format be used for the ID card.

2.	(0273)	01 CERT1.
	.	.
	.	.
	(0312)	05 FILLER PIC XX VALUE SPACES.

These are the printlines for the certificate and may need to be changed should a different format be used for the certificate.

3.	(0323)	01 CMMDTY-LIST.
	.	.
	.	.
	(0334)	OCCURS 8 TIMES PIC X(11).

This is an array containing the titles of the 8 private commodity exams. If the number of exams changes or the titles are different, this array will have to be altered.

4.	(0335)	01 CMMDTY-LIST-2.
	.	.
	.	.
	(0346)	OCCURS 8 TIMES PIC X(11).

This is an array containing the titles of the 8 private commodity exams. If the number of exams changes or the titles are different, this array will have to be altered.

5.	(0347)	01 CMMDTY-LIST2.
	.	.
	.	.
	(0366)	OCCURS 8 TIMES PIC X(20).

This is an array containing the titles of the 8 private commodity exams. If the number of exams changes or the titles are different, this array will have to be altered.

6. (0367) 01 CAT-TABLE.
. .
. .
(0426) OCCURS 28 TIMES PIC X(20).

This is an array containing the titles of the 28 commercial exams. If the number of exams changes or the titles are different, this array will have to be altered.

7. (0427) 01 CAT-TABLE2.
. .
. .
(0486) OCCURS 28 TIMES PIC X(18).

This is an array containing the titles of the 28 commercial exams. If the number of exams changes or the titles are different, this array will have to be altered.

8. (0487) 01 KAT-TABLE.
. .
. .
(0518) OCCURS 28 TIMES PIC X(6).

This is an array containing the two character codes for the 28 commercial subcategory exams. If the number of exams changes or the codes for the exams are different, this array will have to be altered.

9. (0519) 01 KAT-TABLE2.
. .
. .
(0524) OCCURS 28 TIMES PIC XXX.

This is an array containing the two character codes for the 28 commercial subcategory exams. If the number of exams changes or the codes for the exams are different, this array will have to be altered.

10. (0525) 01 HEAD1.
. .
. .
(0547) 05 FILLER PIC X(4) VALUE SPACES.

These lines need to be changed if a different report header is desired.

11. (0528) VALUE 'NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION'.

The header of the report must be changed for each state as it includes the state's name.

12. (0548) 01 LOUT.
. .
. .
(0564) 10 ICAT OCCURS 6 TIMES PIC XXX.

These lines need to be changed if a different print line format is desired on the report.

13. (0565) 01 Q1.
. .
. .
(0715) 10 TEST-3. PIC X(18).

These are the printlines for the quickie notices and may need to be changed should a different format be used for the quickie notice.

14. (0567) VALUE ' NEW YORK STATE DEPARTMENT OF'.

This quickie-note return address clause must be changed to include each state's respective name.

15. (0579) VALUE ' ALBANY, NEW YORK 12233'.

This quickie-note return address clause must be changed for each state's respective address.

16. (0698) VALUE 'THE BUREAU OF PEST CONTROL OF THE NEW YORK CITY DE'.

This quickie-note return address clause must be changed for each state's respective address.

17. (0716) 01 TEL-LIST.
. .
. .
(0737) OCCURS 9 TIMES PIC X(12).

This is an array containing telephone numbers for New York's 9 DEC regions. This will have to be changed for each state's telephone information.

18. (0738) 01 ADDR-LIST.
. .
. .
(0760) 10 ADS2.

This is an array containing address information for New York's 9 DEC regions. This will have to be changed for each state's address information.

19. (0771) OR S-YR < '75'

As years go on, this conditional statement might be updated by incrementing 75 by 1 for each passing year.

20. (0779) OR YR < '75'

As years go on, this conditional statement might be updated by incrementing 75 by 1 for each passing year.

21. (0910) CERT-ID-SET-UP.
. .
. .
(0962) UP-X.

This paragraph moves information to the ID certificate printlines. Should the formats of these documents be altered, these statements may have to be changed.

22. (1030) PRINT1-REPORT.
. .
. .
(1049) REPORT2-X.

These two paragraphs fill and print the report. Should the format of the report be changed, these statements may need to be changed.

23. (1079) QUICK-ROUTINE.
. .
. .
(1206) OUT-X.

These statements move information to and print some of the print lines of the quickie note. Should the format of the quickie note be changed, these statements may need to be changed.

24. (1192) IF COUNTY-RESIDENCE < '60'
. .
. .
(1197) AND COUNTY-RESIDENCE < '65'

These conditional statements should be changed to reflect each state's county code system.

25. (1229) QUICK-SETUP.
. .
. .
(1264) SETUP-X.

These statements move information to and print some of the print lines of the quickie note. Should the format of the quickie note be changed, these statements may need to be changed.

26. (1287) TEST-ROUTINE.
. .
. .
(1357) Q-TEST-X.

These two paragraphs print test sheets for the operator's use in aligning the ID's, certificates, and quickie notes. Should any formats of these documents be changed, these statements may need to be changed.

Program 7: Print In House

This program is designed to print a report by region listing all applicators on the current master file. All pertinent data on each applicator is included on the report. For this program to be run in other states, the following changes in the program should be considered:

Line number	Line information
1. (0093)	77 RG-CK PIC X VALUE SPACE.

The value of RG-CK is initially an invalid region code in order to set off the header routine and print a heading at the beginning of the report. If a '0' is a valid region code, change the value clause to some invalid region code.

2. (0094)	01 HEAD.
.	.
.	.
(0145)	05 FILLER PIC X(8) VALUE SPACES.

These lines need to be changed if a different report header is desired.

3. (0097)	VALUE 'NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION'

The header of the report must be changed for each state as it includes the state's name.

4. (0146)	01 H-PRINT1.
.	.
.	.
(0212)	05 FILLER PIC X(11) VALUE SPACES.

These lines need to be changed if a different print line format is desired.

5. (0221)	01 COMMER-ARRAY.
.	.
.	.
(0279)	05 CAT REDEFINES CAT-TABLE OCCURS 28 TIMES PIC XX.

This is an array containing the two character codes for the 28 commercial exams. If the number of exams changes or the codes for the exams are different, this array will have to be altered.

6. (0304)	COMMODITY-PRINT.
.	.
.	.
(0383)	UP-X.

If the content of the report is changed, changes to these lines will have to be considered.

Program 8: Print Microfiche

This program is designed to print a report by counties listing all applicators on the current master file. Address information as well as the status of commodity and commercial segments on file are contained on the report. For this program to be run in other states, the following changes in the program should be considered:

Line number	Line information
1. (0104)	77 CTY-CK PIC XX VALUE ZERO.

The value of CTY-CK is initially an invalid county code in order to set off the header routine and print a heading at the beginning of the report. If '00' is a valid county code, change the value clause to some invalid county code.

```
2. (0108)          01 CAT1.
     .                .
     .                .
   (0114)          OCCURS 28 TIMES   PIC XX.

3. (0115)          01 HEAD.
     .                .
     .                .
   (0144)          '  COMMODITY  '.
```

These lines need to be changed if a different report header is desired.

```
4. (0124)          'NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION'
```

The header of the report must be changed for each state as it includes the state's name.

```
5. (0145)          01 M1.
     .                .
     .                .
   (0201)          05 FILLER         PIC X(14) VALUE SPACES.
```

These lines may need to be changed if a different print line form is desired on the report.

```
6. (0159)          07 CARRAY OCCURS 7 TIMES.
     .                      .
     .                      .
   (0161)          10 C-CERT         PIC XX.
```

Printline, M1, has the capacity for handling information on 7 commercial segments. If the number of commercial exams changes, this array may need to be altered.

7. (0164) 07 PARRAY OCCURS 4 TIMES.
. .
. .
(0166) 10 P-CERT PIC X.

Printline, M1, has the capacity for handling information on 4 commodity segments. If the number of commodity exams changes, this array may need to be altered.

8. (0180) 07 CARRAY2 OCCURS 7 TIMES.
. .
. .
(0182) 10 C-CERT2 PIC XX.

Printline, M2, has the capacity for handling information on 7 commercial segments. If the number of commercial exams changes, this array may need to be altered.

9. (0185) 07 PARRAY2 OCCURS 4 TIMES.
. .
. .
(0187) 10 P-CERT2 PIC X.

Printline, M2, has the capacity for handling information on 4 commodity segments. If the number of commodity exams changes, this array may need to be altered.

10. (0191) 07 CARRAY3 OCCURS 7 TIMES.
. .
. .
(0193) 10 C-CERT3 PIC XX.

Printline, M3, has the capacity for handling information on 7 commercial segments. If the number of commercial exams changes, this array may need to be altered.

11. (0198) 07 CARRAY4 OCCURS 7 TIMES.
. .
. .
(0200) 10 C-CERT4 PIC XX.

Printline, M4, has the capacity for handling information on 7 commercial segments. If the number of commercial exams changes, this array may need to be altered.

12. (0211) OR P-YR < 75

As years go on, this conditional statement might be updated by incrementing 75 by 1 for each passing year.

13. (0233) MOVE-CODES.

. .

. .

(0400) HEADER-X.

These statements may need to be changed if the print line formats are altered.

14. (0245) MOVE SPACES TO P-ARRAY, P-ARRAY2.

If printlines M1 or M2 are altered due to commodity changes, this statement may have to be changed.

15. (0249) P-CONTINUE.

. .

. .

(0282) ELSE MOVE 'C' TO P-CERT2 (I).

These two paragraphs provide for filling printlines M1 or M2 with commodity information. If these printlines are altered due to commodity changes, these paragraphs may have to be changed.

16. (0290) MOVE SPACES TO C-ARRAY, C-ARRAY2, C-ARRAY3, C-ARRAY4.

If printlines M1, M2, M3, or M4 are altered due to commercial changes, this statement may have to be changed.

17. (0294) C-CONTINUE.

. .

. .

(0366) ELSE MOVE 'C' TO C-CERT4 (I).

These five paragraphs provide for filling printlines M1, M2, M3, or M4 with commercial information. If these printlines are altered due to commercial changes, these paragraphs may have to be changed.

Program 9: General Purpose Update

This program is designed to update the master file by adding applicators to the file, deleting applicators from the file, or changing data for applicators already on the file. The program produces an error report and an accepted transactions report. This second report lists applicators with successful updates including all pertinent data for each applicator. For this program to be run in other states, the following changes in the program should be considered:

Line number	Line information	
1. (0214)	01 CARD1.	
.	.	
.	.	
(0296)	05 FILLER	PIC X(18).

These are the formats of the 4 types of input cards. Should these formats be changed, these statements may need to be changed.

2. (0278)	20 CATEGORY-NO-CD	PIC XX.
.	.	
.	.	
(0279)	20 SUBCAT-NO-CD	PIC X.

If commercial segments are changed so as not to be designated by a 2 digit category number and a one character subcategory code, these two fields may need to be altered.

3. (0297)	01 CTY-REGION-TBL.	
.	.	
.	.	
(0364)	OCCURS 64 TIMES	PIC X.

This is an array to locate N.Y. counties 1-64 in regions 1-9. This array will have to be changed for each state's correct county and region codes.

4. (0365)	01 W-COMM-SEGMENT.	
.	.	
.	.	
(0393)	10 W-DATE-VIOLATION	PIC 9(6).

These statements are a copy of the variable section of the master file. Should the master file be altered, these statements may need to be changed.

5. (0402)	01 ERROR-LIST	
.	.	
.	.	
(0415)	05 MSG	PIC X(44).

This is the print line format for the error report and these statements may need to be changed if a different format is desired.

6. (0416) 01 PEST-HEADER.
. .
. .
(0487) 0[illegible] FILLER PIC X(8) VALUE SPACES.

These lines need to be changed if different report headers are desired.

7. (0419) VALUE 'NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION'.

The header of the report must be changed for each state as it includes the state's name.

8. (0488) 01 ACCEPT-PRINT1.
. .
. .
(0554) 05 FILLER PIC X(11) VALUE SPACES.

These lines need to be changed if a different report format is desired.

9. (0555) 01 C-TABLE.
. .
. .
(0586) OCCURS 28 TIMES PIC XX.

This is an array containing the two character codes for the 28 commercial exams. If the number of exams changes or the codes for the exams are different, this array will have to be altered.

10. (0587) 01 CAT-TABLE.
. .
. .
(0618) OCCURS 28 TIMES PIC XX.

This is an array containing the three character codes (two digit category number and 1 character subcategory code) for the 28 commercial exams. If the number of exams changes or the codes for the exams are different, this array will have to be altered.

11. (0846) IF CTY-RES-CD NOT=SPACES
. .
. .
(0877) AND(CTY-EXAM-CD NOT > 64 OR CTY-EXAM-CD=99)

These conditional statements must be changed so as to check for each state's valid county codes.

12. (1018) OR COMMODITY-NO-CD > 8

If the number of available commodity exam areas are increased or decreased, this conditional statement should be altered to reflect this change.

13. (1191) OR CATEGORY-NO-CD > '11'

If the category codes are increased or decreased, this conditional statement should be altered to reflect this change.

14. (1586) DIFFERENT-PERSON.

. .

. .

(1772) VIOLATIONS-PRINT-X.

These statements move information to and print the report. Should the format of the report be changed, these statements may need to be changed.

15. (1907) IF (REGION-NO-CD = SPACES

. .

. .

(1914) OR (CTY-RES-CD > 64 AND CTY-RES-CD NOT = 99)

These conditional statements must be changed so as to check for each state's valid county and region codes.

16. (1923) OR COMMODITY-NO-CD > '8'

If the number of available commodity exam areas are increased or decreased, this conditional statement should be altered to reflect this change.

17. (1939) IF SEG = +28

If the number of available commercial exam areas are increased or decreased, this conditional statement should be altered to reflect this change.

18. (2136) IF CTY-RES-CD NOT = SPACES

. .

. .

(2169) AND (CTY-EXAM-CD NOT > 64 OR CTY-EXAM-CD = 99)

These conditional statements must be changed so as to check for each state's valid county and region codes.

Program 10: Update Training Course File

This program is designed to update the file containing the training courses. Courses may either be added, deleted, or changed. This program produces a report listing the status of each transaction and each course on file. For this program to be run in other states, the following changes in the program should be considered:

Line number	Line information
1. (0026)	05 COM-APPL OCCURS 8 TIMES PIC X.

This is an array which can contain information for 8 private commodity segments. If the number of commodity areas are altered, this array may need to be changed.

2. (0027)	05 CAT-APPL OCCURS 28 TIMES PIC X.

This is an array which can contain information for 28 commercial segments. If the number of commercial areas are altered, this array may need to be changed.

3. (0037)	05 U-COM-APPL OCCURS 8 TIMES PIC X.

This is an array which can contain information for 8 private commodity segments. If the number of commodity areas are altered, this array may need to be changed.

4. (0038)	05 U-CAT-APPL OCCURS 28 TIMES PIC X.

This is an array which can contain information for 28 commercial segments. If the number of commercial areas are altered, this array may need to be changed.

5. (0054)	05 O-COM-APPL OCCURS 8 TIMES PIC X.

This is an array which can contain information for 8 private commodity segments. If the number of commodity areas are altered, this array may need to be changed.

6. (0055)	05 O-CAT-APPL OCCURS 28 TIMES PIC X.

This is an array which can contain information for 28 commercial segments. If the number of commercial areas are altered, this array may need to be changed.

7. (0070)	01 HEAD1.
.	.
.	.
(0104)	05 FILLER PIC X(48) VALUE SPACES.

These lines need to be changed should a new report header be desired.

8. (0073)	'NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION'

The header of the report must be changed for each state as it includes the state's name.

9. (0093) 'NO 1 2 3 4 5 6 7 8'.

This heading provides for 8 private commodity segments. If the number of commodity areas are altered, this heading may need to be changed.

10. (0095) '1 1 2 3 3 3 3 4 5 5 5 6 6 6 7 7 7 7 7 7 7 7 7 7 8 9 1 1'.

This heading provides for the 28 commercial segments by giving their codes. If the number of commercial areas are altered or the codes are different, this heading may need to be changed.

11. (0103) 'A B A B C D A B C A B C A B C D E F G H I J 0 1'.

This heading provides for the 28 commercial segments by giving their codes. If the number of commercial areas are altered or the codes are different, this heading may need to be changed.

12. (0105) 01 PRINT.
. .
. .
(0115) 05 P-ACT PIC X(4).

These lines need to be changed should a different report format be desired.

13. (0109) 05 P-COM-APPL OCCURS 8 TIMES PIC XX.

This is an array which can contain information for 8 private commodity segments. If the number of commodity areas are altered, this array may need to be changed.

14. (0111) 05 P-CAT-APPL OCCURS 28 TIMES PIC XX.

This is an array which can contain information for 28 commercial segments. If the number of commercial areas are altered, this array may need to be changed.

15. (0116) 01 E-PRINT1.
. .
. .
(0156) 05 FILLER PIC X(82) VALUE SPACES.

These lines print the explanation of the error messages. Should these messages be changed, these lines may need to be changed.

Program 11: Update Master File with Attendance

This program is designed to update applicators' records with training course attendance. This program produces an error listing and a report listing applicators who attended training courses. For this program to be run in other states, the following changes in the program should be considered:

Line number	Line information
1. (0152)	10 COM-APPL OCCURS 8 TIMES PIC X.

This is an array which can contain information for 8 private commodity segments. If the number of commodity areas are altered, this array may need to be changed.

2. (0154)	10 CAT-APPL OCCURS 28 TIMES PIC X.

This is an array which can contain information for 28 commercial segments. If the number of commercial areas are altered, this array may need to be changed.

3. (0226)	15 T-COM-APPL OCCURS 8 TIMES PIC X.

This is an array which can contain information for 8 private commodity segments. If the number of commodity areas are altered, this array may need to be changed.

4. (0228)	15 T-CAT-APPL OCCURS 28 TIMES PIC X.

This is an array which can contain information for 28 commercial segments. If the number of commercial areas are altered, this array may need to be changed.

5. (0229)	01 CAT-TABLE.
.	.
.	.
(0234)	OCCURS 28 TIMES PIC XXY.

This is an array containing the two character codes for the 28 commercial exams. If the number of exams changes or the codes for the exams are different, this array will have to be altered.

6. (0249)	01 HEAD1.
.	.
.	.
(0284)	05 FILLER PIC X(42) VALUE SPACES.

These lines need to be changed should new report headers be desired.

7. (0254)	'NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION'.

The header of the report must be changed for each state as it includes the state's name.

8. (0285) 01 PRINT1.
. .
. .
(0306) 05 FILLER PIC X(30) VALUE SPACES.

These lines need to be changed should a new report format be desired.

9. (0298) 10 COM1 OCCURS 8 TIMES PIC Z9.

PRINT1 has the capacity for handling information on 8 commodity segments. If the number of commodity exams changes, this array may need to be altered.

10. (0301) 10 CAT1 OCCURS 19 TIMES PIC XXX.

PRINT1 has the capacity for handling information on 19 commercial segments. If the number of commercial exams changes, this array may need to be altered.

11. (0305) 10 CAT2 OCCURS 9 TIMES PIC XXX.

PRINT2 has the capacity for handling information on 9 commercial segments. If the number of commercial exams changes, this array may need to be altered.

12. (0307) 01 E-HEAD1.
. .
. .
(0321) 05 FILLER PIC X(31) VALUE SPACES.

These lines need to be changed should a new error report header be desired.

13. (0322) 01 E-PRINT1.
. .
. .
(0335) 05 E-MESSAGE.

These lines need to be changed should a new error report format be desired.

14. (0441) IF TIM-X < 20
. . .
. . .
(0444) MOVE CAT (I) TO CAT2 (B).

These statements provide for filling PRINT1 or PRINT2 with commercial information. If these printlines are altered due to commercial changes, these statements may have to be changed.

15. (0477) PRINT-IT.
. .
. .
(0531) E-HEADER-X.

These statements may need to be changed should the formats of the reports be changed.

Program 12: Print Notices

This program is designed to print notices to applicators concerning recertification of commodity and commercial segments. The program also prints a report listing applicators who received such notices. For this program to be run in other states, the following changes in the program should be considered:

Line number	Line information
1. (0218)	01 NOTE1.
.	.
.	.
(0273)	05 FILLER PIC X(5) VALUE SPACES.

These lines constitute the print lines for the notices. Should the format of the notices be changed, these lines may need to be changed.

2. (0287)	01 HEAD1.
.	.
.	.
(0310)	05 FILLER PIC X(35) VALUE SPACES.

These lines need to be changed should a new report header be desired.

3. (0292) 'NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION'

The header of the report must be changed for each state as it includes the state's name.

4. (0311)	01 PRINT1.
.	.
.	.
(0323)	05 MSG PIC X(15).

These lines need to be changed should a new report format be desired.

5. (0324)	01 COM-ARRAY.
.	.
.	.
(0399)	OCCURS 36 TIMES PIC X(32).

This is an array containing the titles of the 8 commodity exams and the 28 commercial exams. If the number of exams changes or the titles are different, this array will have to be altered.

6. (0422) OR P-YY < '75'

As years go on, this conditional statement might be updated by incrementing 75 by 1 for each passing year.

7. (0426) OR P-YY2 < '75'

As years go on, this conditional statement might be updated by incrementing 75 by 1 for each passing year.

8. (0555) NOTE-SETUP.
. .
. .
(0585) SETUP-X.

These lines may need to be changed should the format of the notice be changed.

9. (0623) WRITE-SETUP.
. .
. .
(0636) WRITE-X.

These lines may need to be changed should the report format be changed.

10. (0750) TEST-NOTE.
. .
. .
(0777) TEST-X.

This paragraph prints test sheets for the notices. Should the format of the notices be changed, this routine may need to be changed.

Program 13: Print Certificates and ID's

This program is designed to print certificates and ID cards for applicators applying to recertify or renew commodity and commercial segments. The program prints an error listing and a listing of applicators who are recertifying or renewing segments. For this program to be run in other states, the following changes in the program should be considered:

	Line number	Line information
1.	(0243)	01 ID1.
	.	.
	.	.
	(0281)	05 FILLER PIC XX VALUE SPACES.

These are the printlines for the ID card and may need to be changed should a different format be used for the ID card.

2.	(0282)	01 CERT1.
	.	.
	.	.
	(0321)	05 FILLER PIC XX VALUE SPACES.

These are the printlines for the certificate and may need to be changed should a different format be used for the certificate.

3.	(0322)	01 CMMDTY-LIST.
	.	.
	.	.
	(0333)	OCCURS 8 TIMES PIC X(11).

This is an array containing the titles of the 8 commodity exams. If the number of exams changes or the titles are different, this array will have to be altered.

4.	(0334)	01 CMMDTY-LIST-2.
	.	.
	.	.
	(0345)	OCCURS 8 TIMES PIC X(11).

This is an array containing the titles of the 8 commodity exams. If the number of exams changes or the titles are different, this array will have to be altered.

5.	(0346)	01 CMMDTY-LIST2.
	.	.
	.	.
	(0365)	OCCURS 8 TIMES PIC X(20).

This is an array containing the titles of the 8 commodity exams. If the number of exams changes or the titles are different, this array will have to be altered.

6. (0366) 01 CAT-TABLE.
. .
. .
(0425) OCCURS 28 TIMES PIC X(20).

This is an array containing the titles of the 28 commercial exams. If the number of exams changes or the titles are different, this array will have to be altered.

7. (0426) 01 CAT-TABLE2.
. .
. .
(0485) OCCURS 28 TIMES PIC X(18).

This is an array containing the titles of the 28 commercial exams. If the number of exams changes or the titles are different, this array will have to be altered.

8. (0486) 01 CAT-TABLE.
. .
. .
(0517) OCCURS 28 TIMES PIC X(6).

This is an array containing the two character codes for the 28 commercial exams. If the number of exams changes or the codes for the exams are different, this array will have to be altered.

9. (0518) 01 CAT-TABLE2.
. .
. .
(0523) OCCURS 28 TIMES PIC XXX.

This is an array containing the two character codes for the 28 commercial exams. If the number of exams changes or the codes for the exams are different, this array will have to be altered.

10. (0544) 01 HEAD1.
. .
. .
(0583) 05 FILLER PIC X(21) VALUE SPACES.

These lines need to be changed if different report headers are desired.

11. (0549) 'NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION'.

The header of the report must be changed for each state as it includes the state's name.

12. (0584) 01 PRINT1.
. .
. .
(0609) 05 E-MSG PIC X(49).

These lines need to be changed if different printline formats are desired on the reports.

13. (0621) IF D-YY < '75'

As years go on, this conditional statement might be updated by incrementing 75 by 1 for each passing year.

14. (0709) OR REC > +36

The constant +36 is the sum of the number of commodity exams and the number of commercial exams. This number should be changed if the number of commodity or commercial exams changes.

15. (0714) IF REC(I) > +8

The constant +8 reflects the number of commodity exams existing. This number should be changed if the number of commodity exams changes.

16. (0715) SUBTRACT +8 FROM REC (I).

The constant +8 reflects the number of commodity exams existing. This number should be changed if the number of commodity exams changes.

17. (0716) IF REC (I) > +8

The constant +8 reflects the number of commodity exams existing. This number should be changed if the number of commodity exams changes.

18. (0830) CERT-SETUP.
. .
. .
(0936) PRINT-X.

These paragraphs move information to the ID certificate, and report print lines and print the lines as well. Should the formats of these files be altered, these statements may have to be changed.

19. (1037) TEST-ROUTINE.
. .
. .
(1073) TEST-X.

This paragraph prints test sheets for aligning certificates and ID cards. Should either of the formats of these documents be changed, these statements may need to be changed.